



# **International Student Handbook**

**2021-22 Entry**

[www.hcuc.ac.uk](http://www.hcuc.ac.uk)

[www.uxbridgecollege.ac.uk](http://www.uxbridgecollege.ac.uk)

[www.harrow.ac.uk](http://www.harrow.ac.uk)

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### HCUC - A MERGER BETWEEN UXBRIDGE COLLEGE AND HARROW COLLEGE

On 1 August 2017 Uxbridge College and Harrow College merged to become HCUC. The colleges are now officially part of the same organisation and will work together to provide the best opportunities for our students. We are part of the same organisation but the colleges will keep their individual names. We will still be known as Uxbridge College and our students will study on one of our two campuses in Uxbridge and Hayes.

## WELCOME TO HCUC

We are delighted that you have chosen to come and study at HCUC, and hope that your stay with us will be an enjoyable and fulfilling one.

### HCUC Mission & Purpose

HCUC is committed to providing the highest quality education and training. Our aim is to meet the education and training needs of individuals, employers and the wider community, raising skill levels and maximising individual potential. Our partnerships are developed and our resources are targeted to achieve this.

Adjusting to life in the UK and a brand new education system can be a challenging one, so this guide can provide you with some information and advice, which may be helpful to you before and during, your time in the UK.

If you have any questions after reading this guide, please do not hesitate to contact the International Office at HCUC. This is based at Uxbridge College, Uxbridge Campus, within the Careers Centre next to Main Reception. It is open between 9:00 to 17:15, Monday to Friday.

International Office Direct Line: +44 (0)1895 853469

International Office Mobile: +44 (0)7379 972955

International Office E-mail address: [international@hcuc.ac.uk](mailto:international@hcuc.ac.uk)

International Web Address: <https://www.hcuc.ac.uk/international-students.html>

We hope you have a pleasant journey to the UK and look forward to meeting you when you arrive.



## IMMIGRATION – APPLYING FOR YOUR VISA

### What visa should you apply?

#### Short-Term Study Visa

If you are applying for an English Language course it is likely that you will have been advised to use the Short-Term Study Visa route. This 11-month duration visa will allow you to study on any level of English Language course. You will have to provide evidence to Visa Officials proving an offer of a place in our English Language faculty, via a letter issued from the College. You will also have to show proof that you can afford living expenses.

**Short-Term Study Visa Information:** <https://www.gov.uk/study-visit-visa/overview>

#### Student Visa

This is for students who wish to study full-time on courses, which are 12 months or more in length. Students must be aged 16 years or over.

### How much money will you need to show to apply for a visa?

To apply for a Student Visa, applicants studying at HCUC will need to show access to savings of at least £12,006 held in an account for a minimum 28 days. Alternatively, some official Government or Student loan letters are also acceptable. For information on how much money you will need to show to, please read the HCUC visa application guide or alternatively follow the below link:

<https://www.gov.uk/government/publications/points-based-system-student-route>

### What else do you need to apply for your visa?

#### ☐ CAS

You will need a Confirmation of Acceptance for Studies (CAS) from HCUC. This document proves that we are “sponsoring” your visa, and offering you a place on an appropriate course at the College. The CAS will contain your unique reference number, your personal details, details of the course you have applied for and all the evidence we have used to assess your suitability for your chosen course.

#### ☐ Originals of your qualifications

The qualification certificates and transcripts that we have used to assess your suitability for your course will need to accompany your visa application. These are listed on the CAS – if any of them are not in English then they should be accompanied by a fully certified translation by a professional.

### ☐ **Proof of English Language**

Unless you are going to be studying an English Language course, you will also need to send proof of a UKVI recognised English test – the preferred test at HCUC is IELTS for UKVI or Pearson PTE Academic UKVI:

<https://www.gov.uk/government/publications/guidance-on-applying-for-uk-visa-approved-english-language-tests>

### ☐ **Additional Information**

Please note that if you are 16 or 17 years old, you will also need to provide the UKVI with a letter of confirmation from your parent(s)/legal guardian confirming they allow you to make the visa application, agree to your living arrangements in the UK, and agree to the arrangements made for your travel to and from the UK.

### ☐ **Pay your NHS Surcharge**

Most students will need to pay a health surcharge: this is £470 a year for students studying on a course for longer than six months. If the surcharge is not paid when the immigration application is made, your application will be delayed until correct payment is made.

### ☐ **Specify your Biometric Residence Permit Collection point**

Your entry clearance visa will only initially give you 90 days leave in the UK. In your visa application you will need to specify where you will collect your Biometric Residence Permit. **You have the option to collect your Biometric Residence Permit from HCUC.** The BRP will serve as evidence of your immigration status in the UK. Our Location Code is **2FE372** and may be listed under the title HCUC. Please see the Biometric Residence Permit Collection section of the Handbook for more information.

### **Useful Web-links:**

**‘Immigration including visas’** - <https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Applying-for-a-Student-route-visa-outside-the-UK>

**‘Applying to study in the UK’** - <http://www.educationuk.org/UK/Applications/Applying-to-study-in-the-UK>

**UK Government Advice** - <https://www.gov.uk/browse/visas-immigration/study-visas>

## PACKING FOR YOUR DEPARTURE

### How much should you bring with you for your stay?

Please remember that baggage restrictions at UK airports are strict – usually, you will have a free baggage allowance of 20kg – 32kg for checked in luggage, however, it is advisable that you check this with your airline before your flight. Most airlines charge for excess baggage, so it is best to ensure that either you stay within the allowance limit or have enough money to pay for any excess.

### What should you bring with you for your stay?

Generally, the weather in the UK is very seasonal – winters are cool to mild, while summers are generally warm. However, the temperature and weather conditions do vary throughout the year, so you should bring clothes for a variety of different weathers.

To help you settle in, you may also wish to bring photographs and mementoes from home, and remember to bring any prescriptions or letters from your doctor that may be useful during your stay in the UK.

You may also wish to carry copies of important documents such as passport, education certificates, bank statements, insurance documents in your suitcase.

### What should you put in your hand luggage?

As well as items such as your passport and medicine, you may require during the flight, you should also remember to bring the following essential items in your hand luggage:

- ☐ A copy of the original sponsorship letter/offer/CAS letter from the College
- ☐ Visa decision letter
- ☐ Important contact numbers e.g. contact in the UK and family members
- ☐ Uxbridge College Emergency Contact Number – +44 (0)7379 972955
- ☐ Health and insurance documents
- ☐ Details of your accommodation
- ☐ Original documents to prove financial support for tuition fees and maintenance
- ☐ Original education certificates and transcripts
- ☐ Travellers Cheques/British currency
- ☐ 2-4 passport sized photographs
- ☐ Money

**Please remember that sharp objects such as scissors/razor blades must not be carried in your hand luggage.**

**BBC Weather:** <http://www.bbc.co.uk/weather/>

**Plan your travel to the UK:** <https://www.visitbritain.com/gb/en/plan-your-trip>

**Arriving in the UK:** <https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Immigration-on-arrival>

## **ARRIVING IN THE UK**

### **Immigration Control**

If you opt to fly into the UK it is highly likely that you will arrive at one of London's main international airports. If you are from a non-European Economic Area (EEA) country, complete the landing card given to you during your flight before you arrive at border control. Before collecting your luggage, you will pass through immigration control – make sure you join the correct queue for your place of origin. You should ensure that you have your passport, visa decision letter and documents relating to your studies and finance to hand. Remove the passport from any cover and remember to remove sunglasses and hats.

Keep information about the course you are studying in your hand luggage. This must be in paper copy (not an electronic copy on tablet or phone). This includes your Confirmation of Acceptance for Studies (CAS) number.

Keep any recent bank statements and details of where you are staying in your hand luggage, as Visa and Immigration officers may ask to see this information.

Expect Visa and Immigration officers to ask simple questions about your stay in the UK when you arrive at passport control. Never give false or misleading information (including forged or counterfeit documents).

Once the immigration officer has checked your documents, and stamped your passport you can then go and collect your luggage. Your luggage will come out on one of the carousels in the baggage hall – check the screens for your flight number, and this will show you the carousel number you should go to. If your luggage does not come through, find a representative from your airline/go to lost luggage.

### **Customs and Restricted Goods**

Once you have picked up your luggage, you will pass through Customs control. If you have nothing to declare, join the queue for the Green channel. If you have goods to declare, join the queue for the Red channel. Please note that even if you do join the queue for the Green channel, your luggage may still be checked. If you are declaring goods, forms on which to make the declaration will be available on arrival and you will be given a copy to keep. If you do not make a declaration or are found to have provided incorrect information, a penalty fine can be imposed – it is advisable that you check what goods you need to declare before you leave your home country for the UK.

Do not bring in any meat or dairy products from outside the European Union (EU). There are restrictions on traditional medicines, food products such as fish, eggs and honey, and some fruit, vegetables and plants (including bulbs, seeds, cut flowers and tree bark).

There are also restrictions on the amount of tobacco, alcohol and gifts you can bring to the UK. If you exceed your duty-free allowance and do not declare them, all of your items could be taken away from you.

Never bring in counterfeit goods, illegal drugs, offensive weapons or indecent or obscene material. Some items are restricted and will require a licence or permit.

You must declare cash of 10,000 Euros or more (or the equivalent in another currency) if you are travelling from a country outside the EU.

### **Onward journey**

Once you have passed through immigration and customs, you are free to leave the airport and make your way to your destination. There are several other ways that you can get to your destination:

- Train
- Bus
- The London Underground ("The Tube")
- Taxis

Please note that 'public hire' black taxis are licensed to pick passengers up without any prior booking – you just signal to one that you want to be picked up. However, they can be very expensive as the meter runs the entire time you are in the car, even if you are stuck in traffic.

'Private hire' taxis such as Uber can be booked by telephone or online and it is likely that the information desks at the airport/train station may have numbers. These are often a better option than 'public hire' taxis, as the cost is calculated on distance travelled rather than time in the car. It is best to agree the price with the taxi company when you call them and be particularly careful if you are approached by a 'minicab' driver you have not booked. Some minicab companies may be unlicensed and operating illegally – these can be a dangerous and expensive way to travel.

### **Useful Websites:**

#### **Declaring goods at Customs when arriving from outside the EU:**

<https://www.gov.uk/duty-free-goods>

#### **Declaring money at Customs when arriving from outside the EU:**

<https://www.gov.uk/bringing-cash-into-uk>

**Transport for London (the tube and buses):** <http://www.tfl.gov.uk/>

**National Express:** <http://www.nationalexpress.com/home.aspx>

**Visit London:** <http://www.visitlondon.com/travel/airport/>



## PRE-ARRIVAL CHECKLIST

- ☐ Have you checked whether you need a visa to travel?
- ☐ Have you contacted the International Office AND the UKVI to organise your entry clearance?
- ☐ Have you planned your budget for your stay?
- ☐ Have you booked your travel tickets?
- ☐ Have you arranged your accommodation?
- ☐ If you haven't arranged your permanent place of residence, have you at least booked 2/3 nights in a hotel so that you have somewhere to go when you get to the UK?
- ☐ Have you requested a taxi to meet you at the airport if necessary?
- ☐ If you are not using the free taxi service, have you researched how you are going to get from the airport to your destination in the UK?
- ☐ If you are staying in a homestay, have you contacted your host to let them know your expected arrival time?
- ☐ Have you ordered British currency or Travellers cheques for your initial expenses when you first arrive in the UK?
- ☐ Have you checked the weight of your baggage?
- ☐ Have you packed all essential items, as listed earlier in the handbook?
- ☐ Have you taken a photocopy of your passport and visa?
- ☐ Have you checked what to declare at Customs?
- ☐ Have you got the Emergency International Office number written down/saved in your phone?

**Useful website: Other essential documents:**

<http://www.educationuk.org/global/main/practical-advice/>

## GETTING TO COLLEGE

### Uxbridge Campus

Address:

Uxbridge Campus  
Park Road, Uxbridge,  
Middlesex, UB8 1NQ



Wherever you come from, Uxbridge College is easily accessible by car or public transport. The campus is near to the M40, M25, and Uxbridge Road, a short distance from Uxbridge Tube Station, and on more than a dozen bus routes. **To plan your journey on London's public transport see [www.tfl.gov.uk](http://www.tfl.gov.uk).**



**Underground:** Piccadilly (peak times only) and Metropolitan Lines, Uxbridge Station.

**Buses:**

U1, U2, U3, U4, U7, U9, U10, 58, 222, 331, 459, 607, A10, R21, 724.

All buses stop at Uxbridge Station. The U1 and U2 stop at the top of Belmont Road, near to the College.

### Hayes Campus

Address:

Uxbridge College in Hayes  
College Way, Coldharbour Lane,  
Hayes, Middlesex, UB3 3BB



Just a few hundred yards from Uxbridge Road, one of the area's major routes, the Hayes campus is well placed for access by car and bus. It is less than two miles from Hayes & Harlington train station. To plan your journey on London's public transport see [www.tfl.gov.uk](http://www.tfl.gov.uk).

**Rail:** Hayes and Harlington Station



**Buses:**

90, 140, 195, 207, 607, E6, H98, U4, 427, E7. Buses stop on Coldharbour Lane apart from 207, 427 and 607, which stop on Uxbridge Road, near the Hayes Campus.

## Harrow on the Hill Campus

Address:

Harrow College  
Lowlands Road, Harrow  
Middlesex, HA1 3AQ



Wherever you come from, Harrow College is easily accessible by car or public transport. The campus is near to the M25 and A40, a short distance from Harrow on the Hill Tube Station, and on more than a dozen bus routes. **To plan your journey on London's public transport see [www.tfl.gov.uk](http://www.tfl.gov.uk) .**



**Underground:** Metropolitan Line and Chiltern Railways, Harrow on the Hill Station. Bakerloo and London Overground, Kenton Station.

### Buses:

114, 140, 182, 183, 186, 223, 258, 340, 395, 483, 640, H9, H10, H11, H14, H17, H18, H19. All buses stop at Harrow on the Hill Station, which is 5 minutes walk from the College.

## Harrow Weald Campus

Address:

Harrow College  
Brookshill, Harrow Weald,  
Middlesex, HA3 6RR



Close to the M1 and just a few hundred yards from Uxbridge Road, one of the area's major routes, the Harrow Weald campus is well placed for access by car and bus. It is less than two miles from Harrow & Wealdstone train station. To plan your journey on London's public transport see [www.tfl.gov.uk](http://www.tfl.gov.uk) .



**Rail:** Harrow & Wealdstone Station

### Buses:

140, 182, 258, 340, 640, H12, H18, H19, . Buses stop at Harrow Weald Bus Garage apart from, 258 which stops outside the College.

## MONEY

The United Kingdom uses the pound sterling. The sign for the Great British Pound (GBP) is £. You will need to plan your budget for UK study – not only will you have tuition fees to pay, you may need money for accommodation, utility bills, food, books and a social life. It is important to do your own budget planning before you arrive so that you are aware of the essential things that you will spend your money on.

Please note that when you get to the UK, you will need some money for initial expenses, such as rail fares or emergency expenses. It is advisable to have about £200 in British currency, in your hand luggage, for this purpose. Please be advised that if you bring more than 10,000 Euros (Approximately £8,900) in cash, travellers cheques, cheques, or bank drafts, you will have to declare this at customs.

### TV Licence

You need to be covered by a TV Licence to watch or record live TV programmes on any channel download or watch any BBC programmes on iPlayer – live, catch up or on demand. This applies to any provider you use and any device, including a TV, desktop computer, laptop, mobile phone, tablet, games console, digital box or DVD/VHS recorder. **A TV Licence costs £157.50 a year**

### Useful Web links:

**Budget Planning in the UK:** <https://study-uk.britishcouncil.org/planning/money-costs>

**TV Licensing:** <http://www.tvlicensing.co.uk/>



## ACCOMMODATION IN THE UK

It is essential that you have arranged your permanent accommodation before starting your course at HCUC. Although we do not offer accommodation at the College, we can advise you where to look, or put you in contact with the correct agents.

A useful starting point is the website for an organisation called the UK Council for International Student Affairs (UKCISA) that produces a series of Guidance Notes.

**UKCISA Accommodation:** <https://www.ukcisa.org.uk/Information--Advice/Preparation-and-Arrival/Planning-your-housing>

Accommodation costs vary but if you rent private accommodation in and around West and North West London, rent prices start from £150 for a studio flat (one room), £300 per week for a one-bedroom flat and £400+ per week for a two-bedroom flat.

Questions to bear in mind when looking for accommodation are:

- How close is the accommodation to your place of study?
- Are there good public transport links?
- Is it close to shops and facilities?
- How big is your room?
- Will you have enough quiet and privacy for study?



### At your accommodation

- Avoid leaving valuables in your room.
- Make sure your room door is locked when you leave.
- All paid-for accommodation has to have a working smoke detector and alarm.
- Make sure you turn off all gas and electrical appliances (except the refrigerator) when you go out.
- When you arrive at your accommodation, familiarise yourself with the fire exits, assembly points and the location of fire extinguishers.
- Make sure your accommodation provider supplies you with information about the procedures for emergency evacuation.



## An explanation of the types of accommodation in London

Type of Accommodation	Description
Guest House/Hotel	If you are unable to arrange your accommodation in advance, this type of accommodation is suitable on a temporary basis while you look. You may wish to book an initial 2/3 nights before you arrive in the UK, so that you know where you are going when you leave the airport.
Homestay	This type of accommodation means that you will live with a local person's home or family who will provide you with accommodation and meals. Staying within a home may be a good option if you are a new international student, as it will help you to learn more about British culture and practice your English Language skills.
Bedsit/Studio	Provided through an estate/letting agent – this is one room with a bed, usually sharing a kitchen and bathroom
Flat	Provided through an estate/letting agent. This is more expensive than the bed-sit option as you will have more than one room; however, you may wish to share with someone as this reduces the cost. You will need to sign a contract/lease for and you will be legally responsible for the property. Rent will need to be paid during vacations, and you may have to provide a reference.
House	Provided through an estate/letting agent. A group of students normally rents a house and you will have to sign a contract. If you rent a house, you will be legally responsible for the property during your stay and you may have to provide a reference for the property.



## ACCOMMODATION NEAR HCUC

### Hotels - Heathrow

There are many hotels near to the UK's main international airport – London Heathrow. If you require temporary accommodation and are landing at London Heathrow, then the list below may be of use.

#### **Ibis Styles London Heathrow**

272 Bath Road, Harlington, West Drayton, England 020 3862 7689

#### **Park Inn by Radisson London Heathrow Airport Hotel**

Bath Road Heathrow, Middlesex, West Drayton, England 020 8759 6611

#### **Renaissance London Heathrow Hotel**

Bath Road, Heathrow, Hounslow, England 020 8897 6363

#### **Radisson Blu Edwardian Heathrow Hotel**

140 Bath Road, Hayes, England 020 8759 6311

#### **Leonardo Hotel London Heathrow Airport**

Bath Road, West Drayton, England 020 8990 0000

#### **London Heathrow Marriott Hotel**

Bath Road, Heathrow Airport, Hayes, England 020 8990 1100

#### **Sheraton Skyline Hotel London Heathrow**

Bath Road (A4), Hayes, England 020 8759 2535

#### **Hilton London Heathrow Airport Hotel**

Terminal 4 Heathrow Airport, Hounslow, England 020 8759 7755

#### **Holiday Inn London - Heathrow Ariel**

118 Bath Road, Hayes, England 0871 942 9040

#### **ibis London Heathrow Airport**

112 Bath Road, Middlesex, Hayes, England 020 8759 4888

#### **Hyatt Place London Heathrow Airport**

The Grove, Bath Rd, Harmondsworth, West Drayton, England 020 8759 7777

#### **Hilton Garden Inn London Heathrow Airport**

Eastern Perimeter Rd, Hatton Cross, Heathrow, England 020 8266 4664

#### **Sheraton Heathrow Hotel**

Heathrow Airport Colnbrook Bypass, West Drayton, England 020 8759 2424

## Hotels and Guest Houses near Uxbridge College

The following guest homes and hotels may be useful as temporary accommodation if you are unable to arrange a place to stay in advance. All guest homes are in the local area, and are not far from both our campuses:

### **Travelodge London Uxbridge Hotel**

Colham House, Bakers Rd, Uxbridge UB8 1RG 0871 984 6373

### **Premier Inn London Uxbridge Hotel**

Phase 500, Riverside Way, Uxbridge UB8 2YF 0333 321 9275

### **Premier Inn London Hayes, Heathrow (North A4020) Hotel**

362 Uxbridge Road, Hayes, Middlesex UB4 0HF 0871 527 8504

### **Red Lion Hotel, Hillingdon**

Royal Lane, Hillingdon, Uxbridge, England 01895 236860

### **Debden Guest House**

42 Pield Heath Road, Hillingdon, Uxbridge, England 01895 253912

### **Falcon Inn**

Village Road, Denham Village, Uxbridge, England 01895 832125

### **Royal Apartments**

4 Royal Lane, West Drayton, England 020 3667 3335

### **Oakwood Bed and Breakfast Heathrow**

119 Station Road, West Drayton, England 01895 466554

### **Number Forty One**

41 Lawn Avenue, West Drayton, England 01895 444454

### **Kings Paget Hotel**

171 Station Road, West Drayton, England 01895 442266

### **Ramada London South Ruislip**

Long Drive Station Approach, South Ruislip, Ruislip, England 020 8845 8400



## Hotels and Guest Houses near Harrow College

The following guest homes and hotels may be useful as temporary accommodation if you are unable to arrange a place to stay in advance. All guest homes are in the local area, and are not far from both our campuses:

### **Travelodge London Harrow Hotel**

1 Greenhill Way, Harrow HA1 1LE 0871 984 6526

### **Premier Inn London Harrow Hotel**

134A Kenton Rd, London, Harrow HA3 8AL 0333 321 1266

### **Russland Rooms**

32 Rusland Park Rd, Harrow HA1 1UT 07584 486395

### **The Hindes Hotel**

8 Hindes Rd, Harrow HA1 1SJ 020 8427 7468

### **Crescent Hotel**

58-62 Welldon Cres, Harrow HA1 1QR 020 8863 5491

### **Tudor Lodge Hotel**

50 Field End Rd, Pinner HA5 2QN 020 8429 0585

### **Eurotraveller Hotel Premier Harrow**

56-60 Northolt Rd, Harrow HA2 0DW 020 8515 0820

### **Old Etonian Hotel**

High St, Harrow HA1 3LL 020 8422 8482

### **38 Whitehall Road**

38 Whitehall Road, Harrow HA1 3AJ 07967 301915

### **Kingsland Hotel**

736 Kenton Rd, Kingsbury Circle, London NW9 9QB 020 8206 0666

## Homestay

**Britannia Student Services** is a leading accommodation agency in London and can help you find a suitable host family. Rates start from £150 per week and you can book through the company direct. You must be 18 years or over. For more information and/or to book a place, please visit Britannia's website (see URL below):

<https://britanniastudents.com/>

Alternatively, telephone + 44 (0) 207 4367738 or e-mail [info@britanniastudents.com](mailto:info@britanniastudents.com)

**HFS London** is a British Council registered provider of Homestay and Private Home accommodation in London. Rates start from £150 per week and you can book through the company direct. For more information and/or to book a place, please visit HFS London's website:

[www.hfslondon.com](http://www.hfslondon.com)

Alternatively, telephone +44 (0)20 7510 9920 or e-mail [info@hfslondon.com](mailto:info@hfslondon.com)

**Hosts International** is a British Council registered provider of Homestay and Private Home accommodation in London. Rates start from £150 per week and you can book through the company direct. They particularly specialise in homes for students under 18 years old:

<http://www.hosts-international.com/>

Alternatively, telephone + 44 (0)207 734 4884 or e-mail [info@hosts-international.com](mailto:info@hosts-international.com)



## Private Student Halls

London has many private halls or student villages which are not allocated to specific universities and colleges. Students can book directly with the company that manages the housing. They will often have a higher level of service, furnishings and facilities.

Most student housing is divided into shared flats (apartments) where a group of students (typically 5 or 6) share a kitchen/social space, in which they can prepare their own meals. Each student normally has a study bedroom for their own use.

Study bedrooms normally have an en suite bathroom, or in older-style halls you may use a shared bathroom. Student housing is usually mixed, with male and female students sharing the building or flat, but having their own private study bedroom. Most student housing provides an internet connection, with each student having their own individual contract with a commercial provider. Utility costs (energy and water) are normally included in the rent and the contract will state this.

### Unite Students - Wembley

23 Olympic Way, Wembley Park, Wembley, HA9 0FR 0300 303 8645  
<https://www.unitestudents.com/london/olympic-way>

### Scape Wembley

Fulton Rd, Wembley Park, Wembley HA9 0TF 0203 621 4760  
<https://www.scape.com/en-uk/student-accommodation/london/wembley>

### Host Wembley

N End Rd, Wembley Park, London, Wembley HA9 0UU 020 3475 5952  
<http://hostwembley.london/>

### Felda House

575 N End Rd, Wembley Park, Wembley HA9 0UU 020 8903 1214  
<https://www.crm-students.com/student-accommodation/london/felda-house-london/>

### Grand Felda House

Grand Felda House, Empire Way, Wembley HA9 0EF 020 8912 6026  
<https://www.crm-students.com/student-accommodation/london/grand-felda-house-wembley/>

### Nido - Barnard Point

577 N End Rd, Wembley Park, Wembley HA9 0UU 020 3675 9247  
<https://www.nidostudent.com/locations/london/barnard-point/>

### iQ Student Accommodation Raffles House

6 Lakeside Way, Wembley Park, Wembley HA9 0BU 020 3330 0367  
<https://www.iqstudentaccommodation.com/london/raffles-house>

## Renting a Private Property

Many Estate Agents provide a 'letting' service and can help you find rented accommodation. The Agents listed below belong to the **National Association of Estate Agents**. This means that the Agents follow a strict code of rules and regulations to make sure that they offer the highest level of service.

If you have any concerns about the Agency you are working with, you may wish to contact the National Association of Estate Agents by visiting the following website: [www.naea.co.uk](http://www.naea.co.uk). Please be aware that Agents have additional fees for drawing up contracts, references and inventories.

You can also search online for your own property to rent through:

- Spareroom - <https://www.spareroom.co.uk/>
- Studentpad - [www.studentpad.co.uk](http://www.studentpad.co.uk)
- Right Move - <http://www.rightmove.co.uk/student-accommodation.html>
- Accommodation for Students - [www.accommodationforstudents.com](http://www.accommodationforstudents.com)
- Sturents - <https://sturents.com/>
- Student Spareroom - <https://student.spareroom.co.uk/>
- On the Market - <https://www.onthemarket.com/>

## Estate Agents within a 4-mile radius of Uxbridge College

Uxbridge College **does not** recommend a particular Agent.

### Christopher Nevill

274 & 278 High Street, Uxbridge, UB8 1LQ  
[letting@christopherneville.co.uk](mailto:letting@christopherneville.co.uk)

01895 232000  
[https://www.christopherneville.co.uk/](http://www.christopherneville.co.uk/)

### Gibbs Gillespie

268 High Street, Uxbridge, Middlesex UB8 1LQ  
[uxbridgesales@gibbs-gillespie.co.uk](mailto:uxbridgesales@gibbs-gillespie.co.uk)

01895 272 542  
<http://www.gibbs-gillespie.co.uk/>

**Cameron**

195 High Street, UB8 1LB, Uxbridge  
[uxbridge@cameron-group.co.uk](mailto:uxbridge@cameron-group.co.uk)

01895 252000  
<http://www.cameron-group.co.uk/>

**Coopers**

279 High Street, Uxbridge, UB8 1LQ  
[uxbridge@coopersresidential.co.uk](mailto:uxbridge@coopersresidential.co.uk)

01895 257 566  
<http://www.coopersresidential.co.uk/>

**Link Up**

3 Marlborough Parade, Uxbridge Road, Uxbridge, UB10 0LR      01895 814 145  
[sales@linkup.me.uk](mailto:sales@linkup.me.uk)      [www.linkprop.co.uk](http://www.linkprop.co.uk)

**Gibson Honey**

92 High Street, Ruislip, HA4 8LS  
[ruislip@gibsonhoney.co.uk](mailto:ruislip@gibsonhoney.co.uk)

01895 625 999  
[www.gibsonhoney.co.uk](http://www.gibsonhoney.co.uk)

**Turner Butler**

2-4 High Road, Ickenham, UB10 8LJ  
[info@turnerbutler.co.uk](mailto:info@turnerbutler.co.uk)

01895 2566 000  
[www.turnerbutler.co.uk](http://www.turnerbutler.co.uk)

**Lakin & Co**

122 High Street, Uxbridge, UB8 1JT  
[enquiries@lakinandco.com](mailto:enquiries@lakinandco.com)

01895 544555  
[www.lakinandco.com](http://www.lakinandco.com)

**Estate Agents within a 4-mile radius of Harrow College**

Harrow College **does not** recommend a particular Agent.

**Ellis & Co**

8 College Rd, Harrow HA1 1BE  
[harrow@ellisandco.co.uk](mailto:harrow@ellisandco.co.uk)

020 8863 3334  
[www.ellisandco.co.uk/](http://www.ellisandco.co.uk/)

**Foxtons**

321 Station Road, Harrow, HA1 2AA  
[harrow@foxtons.co.uk](mailto:harrow@foxtons.co.uk)

020 3728 2057  
[www.foxtons.co.uk/](http://www.foxtons.co.uk/)

**Brian Cox & Co.**

310 Station Road, Harrow, HA1 2DX  
[info@brian-cox.co.uk](mailto:info@brian-cox.co.uk)

020 8912 0006  
[www.brian-cox.co.uk](http://www.brian-cox.co.uk)

**Hunters**

Station Rd, Harrow on the Hill HA1 2RH  
[hello@hunters.com](mailto:hello@hunters.com)

020 3667 1333  
[www.hunters.com/](http://www.hunters.com/)

**Woodward Estate Agents**

90 High Street, Harrow, HA1 3LP

[info@woodward.co.uk](mailto:info@woodward.co.uk)

0208 864 8844

[www.woodward.co.uk](http://www.woodward.co.uk)

**Maple Estate & Lettings Agents**

41 Station Road, Harrow, HA1 2UA

[admin@mapleestate.co.uk](mailto:admin@mapleestate.co.uk)

0208 427 0772

[www.mapleestate.co.uk](http://www.mapleestate.co.uk)

**Chase Macmillan Estate Agents**

181 Kenton Road, Harrow, HA3 0EY

[info@chasemacmillan.co.uk](mailto:info@chasemacmillan.co.uk)

0208 907 0005

[www.chasemacmillan.co.uk](http://www.chasemacmillan.co.uk)

**Charles Russell Estate Agents**

10 High Street, Wealdstone, Harrow, HA3 7AA

[enquiries@charles-russell.com](mailto:enquiries@charles-russell.com)

0208 863 6269

[www.charles-russell.com](http://www.charles-russell.com)

**Elliot Lee Estate Agents**

219 Watford Road, Harrow, HA1 3UA

[lee@elliottle.co.uk](mailto:lee@elliottle.co.uk)

020 8904 0409

[www.elliottle.co.uk](http://www.elliottle.co.uk)



## BIOMETRIC RESIDENCE PERMIT COLLECTION

Upon visa application, you will need to supply the dates of your travel window as part of your application. This is because students who have been granted leave to enter the UK for more than six months will receive a 90 day vignette in their passport to travel to the UK. Your full dates of leave **will not** be included in the vignette/sticker.

However, included as part of the documentation will be a decision letter informing you of your full period of leave to enter and when and where to collect a **Biometric Residence Permit (BRP)**. It is therefore important to carefully consider your expected travel date when making your application. If you fail to travel within the 90-day period you will need to apply for a new visa to enter the UK.

The BRP is evidence of your immigration status in the UK. Whilst the permit does not need to be carried at all times, it will need to be produced if you need to demonstrate your entitlement to work or access public services. Students have **ten days** to collect it when they first arrive in the UK. We strongly encourage you to collect your BRP as soon as possible.

BRPs will be available to collect directly from HCUC at the following address:

Uxbridge College  
c/o International Office  
Uxbridge Campus  
Park Road  
Uxbridge  
UB8 1NQ

When you attend to collect your biometric residence permit you **must** bring with you the passport or travel document which contains your 90-day visa. You should also bring your decision letter with you. Any errors identified on a BRP must be corrected quickly so please contact the Uxbridge College International Office if this does happen.

\*\*\* The assigned ACL code for HCUC is **2FE372** (please note this may be listed under the name HCUC) \*\*\*



## POLICE REGISTRATION

Some students may be required to register with the police within **seven days** of their arrival in the UK. This requirement will be written on your visa and is a condition of entry to stay. This requirement is likely to be applicable to you if you are a national from any of the following countries:

Afghanistan	Algeria	Argentina	Armenia	Azerbaijan
Bahrain	Belarus	Bolivia	Brazil	China
Colombia	Cuba	Egypt	Georgia	Iran
Iraq	Israel	Jordan	Kazakhstan	Kuwait
Kyrgyzstan	Lebanon	Libya	Moldova	Morocco
North Korea	Oman	Palestine	Peru	Qatar
Russia	Saudi Arabia	Sudan	Syria	Tajikistan
Tunisia	Turkey	Turkmenistan	United Arab Emirates	Ukraine
Uzbekistan	Yemen			

The police registration certificate is valid for the duration of your leave, however, it should be renewed again if you extend your stay. If you are required to register with the police, please ensure that you comply with this requirement. Failure to do so is a criminal offence.

London based students must register at the **Overseas Visitors Records Office (OVRO)**:

323 Borough High Street  
London  
SE1 1JL

Borough Tube Station on the Northern Line, Bank branch, is the nearest London Underground station to the OVRO.

### Opening Times:

Monday to Friday: 9am to 4pm

Saturday and Sunday: closed

UK public holidays and bank holidays: closed

In preparation for your visit, you must book online within seven days of arriving in London to visit the OVRO to register and get your police registration certificate (PRC). Registration can be booked here - <https://www.met.police.uk/notices/met/book-an-online-ovro-appointment/>.

- Your completed Registration Form
- One UK passport-sized photo (45mm x 35mm), glued to the form
- Your passport containing your visa vignette
- Your Biometric Residence Permit
- £34 registration fee, payable by card or sterling cash



- You'll need to show details of your online booking confirmation on your phone or printout when you attend.

You may need to register again if you move somewhere else in the UK.

You must tell the police if any of the information you have given them changes. You can do this by visiting the police station where you registered. You may be able to write to them with details of the changes - contact the police station to check first.

More information can be found on the Police website - <https://www.met.police.uk/advice-and-information/registering-as-an-overseas-visitor/>

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## **SAFETY**

By international standards, the UK is a safe country with low rates of street crime and violence. Most of these tips are common sense, and you probably practise them in your own country, but they can make a real difference.

Before you come to the UK, it is advisable that you keep your passport, travel documents, tickets, and College documents in a safe place. You should also ensure that you keep the number of the College to hand, in case you need to contact us when you land.

London is a relatively safe city; however, as is the case with many cities, some people may experience problems. The UK police are easy to approach and they will encourage you to report any incidents to them that make you feel unsafe.

It is advisable that you take the following advice when travelling around London and the Uxbridge and Harrow areas:

- ☐ Always walk on the pavement, and if you are crossing a road try and find a marked crossing. Remember that people in the UK drive on the left hand side of the road
- ☐ Try to avoid taking short cuts through parks/alleyways at night
- ☐ Don't carry or display large amounts of money
- ☐ Be aware of people around you at cash points – try not to use them if the area is badly lit.
- ☐ Carry your bag close to you, however, if someone grabs your bag, let it go – your safety is far more important
- ☐ If you are going out at night, try to find routes that are well lit and busy

- ☐ Don't accept drinks from people you don't know and ensure that you never leave your drink unattended in a public place
- ☐ Always ensure you have enough money on you to either make a telephone call/take a taxi if you need one
- ☐ Avoid using cash machines at night or in isolated places, and always be aware of people around you.
- ☐ Try not to display expensive items like laptops, mobile phones and jewellery.
- ☐ Avoid confrontation – if you are harassed, try to remove yourself from the situation.
- ☐ If you think you are being followed, find the nearest public place and ask for assistance.

In the situation where you need to report a crime, you should contact your local police station or ask someone at the College to make the call for you.

In an emergency where you need to report a severe incident, a fire, or seek urgent medical help you should call **999** – this is free of charge and will put you in direct contact with the police, ambulance or fire service. **Please note that this number should only be used in an emergency. Call 101 to contact the police if the crime is not an emergency.**



## UK Law for international students

British Police have a reputation for being helpful and friendly. They generally do not carry guns. You can always approach them for help. However it is essential to cooperate with them if you find yourself in trouble. Provided you are considerate and polite at all times, you will not have a problem.

### Police Powers to Search

Police can stop and question people whenever they wish. They are supposed to ask questions in order to decide whether or not grounds exist for a search.

Before searching someone against their will, police must:

- identify themselves, giving their name and police station
- explain grounds for suspicion

- explain exactly what they are looking for
- inform the person searched that a copy of the record of the search will be available if requested within a year

## Laws

Please note that all international students are required to comply with UK Laws. Below are a few that you should note:

- X Carrying or using illegal drugs is forbidden
- X Carrying or using weapons is forbidden – this includes knives, self-defence CS spray, tazers, guns, or stun guns.
- X You should never buy property that you think might be stolen
  - You must be over 16 to buy tobacco
  - You must be over 18 to buy alcohol
  - You must be 17 or over to drive a car/ride a motorcycle
  - The age of consent for sex in the UK is 16 – this applies to both men and women

You need to ensure that you consume alcohol wisely. It is possible to be arrested for being drunk and disorderly.

When shopping, take care to pay for all goods before you leave the shop. Most shops have a policy of prosecuting people and it is difficult for you to prove mistakes.

The UK operates strict control of Equal Opportunity and it is very important never to make any comments to other people that could be described as racist.

At all times you need to show consideration to others and to their property. There are local laws relating to anti-social behaviour, for example playing loud music after 23.00.

## Useful Web-Link

**Education UK – Staying safe during your UK studies:** [https://study-uk.britishcouncil.org/sites/default/files/k071\\_03\\_studyuk\\_safety\\_first\\_a5\\_final\\_web.pdf](https://study-uk.britishcouncil.org/sites/default/files/k071_03_studyuk_safety_first_a5_final_web.pdf)

**Crime & Justice in the UK:**

<http://www.direct.gov.uk/en/CrimeJusticeAndTheLaw/index.htm>

## WEATHER/CLIMATE

The weather is one of the things the UK is most famous. Although the UK does not face too many extreme weather conditions, it does face a wide variety of conditions on a regular basis. Weather conditions regularly change from day to day, whatever the season. Check the weather forecast every morning and if it says it will rain, pack an umbrella wherever you go and, however clear the sky looks, bring a jacket with you. Make sure you bring appropriate clothing with you before coming to the UK.

Temperatures in Britain usually stay within the range of between about -10°C at the very lowest night winter temperatures, to 30°C at the height of summer. It is generally colder the further north you get, with London tending to be warmer than the rest of the UK.

In the UK, the year is split into four seasons roughly 3 months long each. **Winter** is the coldest month in the UK, running from December to February. Temperatures often get as low as freezing point though not too much colder. This leads to frost in the mornings and sometimes snow. British winters are usually very wet and windy as well, so make sure you wrap up warm and use a waterproof jacket. Hours of daylight are very short during the winter with days in London getting as short as 8 hours in December.



**Spring** in the UK is from March, as the temperatures start to get warmer, frosts get less frequent and the days start to get longer. Plants will begin to grow again and trees regain their leaves. However, spring is often still quite wet and windy.



**Summer** in the UK is from June and can be hot, but it still can still rain on some summer days. On some days, temperatures can reach 30°C, though not much higher and Londoners make the most of it. People swarm to beaches, sit out in parks and generally relax in the hot temperatures. The hours of daylight also increase, which can reach almost 17 hours in London in mid-June.

**Autumn** marks the gradual change from summer to winter and is probably the season with the biggest range in weather conditions. September and even October in London can often still be summery, recently even recording higher temperatures than August. Equally, Novembers can be very cold and the UK sometimes even experiences widespread snowfall. In general, it is usually quite wet and windy in autumn though it is so variable that one year after another, autumns can seem like different seasons.

**BBC Weather:** <http://www.bbc.co.uk/weather/>

## DAYLIGHT SAVING TIME

The clocks change twice a year in the UK. They are moved forward by one hour in March, for what is known as British Summer Time and are turned back by one hour in October.

Of course, nearly all our devices, such as smartphones and laptops adjust the time automatically. However, there are millions of households around Britain with standard clocks, which will need to be changed.

From October, the sun in the UK sets at around 4pm and you might feel like switching off especially if you come from countries with plenty of sun. So make sure you get the required vitamins. You may want to consider Vitamin D supplements if you feel more tired or your mood is low. To maintain your study routine, you can also light up your room adequately. You may want to consider investing in a SAD Light for your room if you feel like you are not getting enough sunlight during the day.

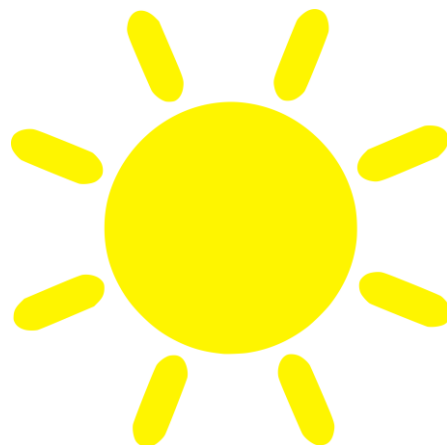
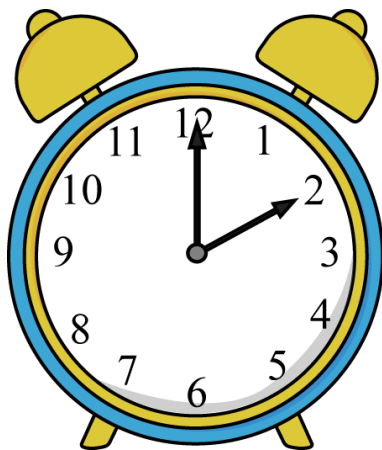
The dates for when the clocks change in 2021/22 are as follows:

### **31 Oct 2021 - Daylight Saving Time Ends**

Sunday, 31 October 2021, 02:00:00 clocks are turned backward 1 hour to Sunday, 31 October 2021, 01:00:00 local standard time instead.

### **27 March 2022 - Daylight Saving Time Begins**

Sunday, 27 March 2022, 01:00:00 clocks are turned forward 1 hour to Sunday, 27 March 2022, 02:00:00 local daylight time instead.



## SETTLING IN

Leaving home and travelling to a new country is an exciting experience. However, even if you have planned and prepared for it, the change and the effect it has on you can still be surprising.

**“Culture shock”** sums up the impact of moving from one familiar culture to a completely different one – as an international student you are moving away from the people and places you know, to a completely new environment; you will be meeting lots of new people and learning the ways of a completely different country. You may miss the familiar sights, sounds and smells of your home country and if you are tired or jetlagged, the smallest thing can be very upsetting.

Some of the symptoms of “culture shock” you may experience are sleep loss, appetite loss, lack of concentration and fatigue, however, this is perfectly normal and it will pass.

### Elements that may contribute to “culture shock”:

- ☐ Climate
- ☐ Food
- ☐ Language
- ☐ Dress
- ☐ Social Roles
- ☐ ‘Rules’ of Behaviour
- ☐ Values

### Minimising the effects of “culture shock”

“Culture shock” is temporary, however, there are also several things you can do to minimise the effects of it:

- ☐ Make sure you have brought things such as ornaments/mementoes from home - having familiar things around you will help
- ☐ You may wish to keep in touch with home, either by telephone or e-mail
- ☐ Eating familiar food. Further on in the handbook is a list of restaurants and supermarkets, which may supply familiar foods
- ☐ Talk to the International Officer/Student Support team at the College
- ☐ You may wish to go to a place of worship (see the ‘Religion’ section)
- ☐ Take part in Fresher’s Fair/Orientation Week – this will allow you to meet other students, both international and home and you may be able to learn about each other’s cultures. Uxbridge College is a very multicultural College, so it is likely that there are other students with the same cultural background as you.
- ☐ Attend induction – this will give you the first opportunity to meet your classmates
- ☐ Attend the “International Welcome Party” – other international students will be attending this, so you may get to meet other students from your home country.

## CONTACTING HOME

### Internet Services

Once you have completed registration at the College, you will be able to take advantage of the free internet service at the College – this can be used to contact friends and family back home. If you have your own laptop, free wireless internet access is also available in many coffee shops and public places. Uxbridge and Harrow also have public libraries, where you may be able to use the internet at a charge.

### International/UK calls

During your stay in the UK it would be useful for you to invest in a phone/simcard that is on one of the UK mobile phone networks. This will enable you to keep in touch with the College, your new friends in the UK and some of the networks offer reduced rates on international calls, so you can call home.

There are two main types of tariff option available – Pay Monthly and Pay as You Go.

Generally, Pay as You Go requires no contract; you can purchase airtime as and when you need it – sometimes coming in the form of a calling card where the user inputs a code to top-up the phone.

The College offers a selection of Pay as You Go simcards for free in the International Office. Please speak to the International Officer if you would like to collect one.

Pay Monthly mobile phones requires a signed contract that can last 12 – 24 months, and requires payment via direct debit of line rental and phone call cost.

It is worth having a look at what each company offers, as phone tariffs do vary and you may get more for your money depending on whom you choose.

### Telephone Companies:

- <http://www.o2.co.uk/>
- <http://www.vodafone.co.uk>
- <http://www.three.co.uk/>
- <http://ee.co.uk/>
- <https://www.tescomobile.com/>
- <http://www.lycamobile.co.uk/en/>
- <http://giffgaff.com/>
- <https://mobile.lebara.com/gb/en/>





## Video Chat

If you are making calls overseas frequently, another way to save money is to set up an online video chat account. You will need access to a broadband internet connection, however, the Apps allow you to make free video and voice calls, send instant messages, and share files with other users. Skype, FaceTime, Whatsapp, WeChat and Viber are all similar free services.



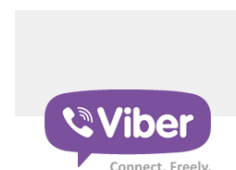
FaceTime



WhatsApp



WeChat



Connect. Freely.

## Useful Web-links

Skype: <https://www.skype.com/en/>

FaceTime - <https://support.apple.com/en-gb/HT204380>

Whatsapp - <https://www.whatsapp.com/>

WeChat - <https://web.wechat.com/>

Viber - <https://www.viber.com/>

## International postage from the UK

If you prefer to write letters, the UK has an excellent international postal and shipping service. For more information, you may wish to visit the Royal Mail website.

## Useful Web-link

<https://www.royalmail.com/>





## OPENING TIMES

Opening times for businesses and services can vary hugely. Use this guide as a very general outline for what to expect, but for exact opening times you should contact the organisation directly. Also note, most British businesses do not close for lunch:

<b>Banks &amp; building societies</b>	09:00-17:00 Monday-Friday 09:00-12:30 Saturday (limited branches)
<b>Clinics and doctors' surgeries</b>	08:30-18:00* Monday-Friday *Many surgeries and clinics only see patients during certain hours. Some offer out-of-hours and weekend services. If you have a medical emergency you should go to the Accident and Emergency department of the nearest hospital – Emergency services can be called free on 999.
<b>Emergency services – hospitals, police and fire stations</b>	24 hours a day You can call emergency services free on 999
<b>High street shops</b>	10:00-18:30* Monday-Saturday 11:00-17:00* Sunday *Larger shopping areas and centres may stay open later, sometimes up to 22:00, especially in busy periods like Christmas.
<b>Museums &amp; galleries</b>	10:00-17:30* Monday-Saturday Around lunchtime – 17:30* Sunday *Times vary and some museums and galleries may close one day during the week.
<b>Nightclubs</b>	10:00-04:00* *Nightclub closing times can vary greatly, some close around 02:00, while some stay open all night.
<b>Post offices</b>	09:00-17:00 Monday-Friday 09:00-12:30 Saturday (main offices only)
<b>Pubs</b>	11:00-23:00* Monday-Saturday 11:00-22:30* Sunday *Pubs in Britain have had the right to apply for a 24-hour drinking licence, so you will frequently find pubs open well after 23:00.
<b>Restaurants</b>	18:00-11:00* *Again, opening times can vary
<b>Supermarkets</b>	09:00-22:00 Monday-Sunday
<b>Taxi stations</b>	24 hours a day

Source: British Council UK website and Visit Britain website

## FOOD STORES

The following listings detail some of the common supermarkets that may be local to you. Many of the supermarkets cater for an international market, and cooking/eating familiar food may help you settle in a bit quicker. Most of the supermarkets also offer an online shop service, which allows you to buy more products without the need for a car.

### Supermarkets

**Sainsbury's** - <https://www.sainsburys.co.uk/>

Second largest supermarket chain in the UK, offering online shopping services also.



**Tesco** - <http://www.tesco.com>

Largest supermarket chain in the UK and third largest in the world. They also offer a comprehensive online shopping service.



**Asda** - <http://www.asda.com/>

Third largest supermarket chain in the UK, offering online shopping services also.



**Morrisons** - <https://groceries.morrisons.com/>

Fourth largest chain of supermarkets in the UK, also offering online shopping service.



**Lidl** - <http://www.lidl.co.uk>

Discount supermarket chain. They do not offer as much selection as the above four, but their prices are generally cheaper. They do not offer an online shopping service.



**Aldi** - <https://www.aldi.co.uk/>

Discount supermarket chain. Similar to Lidl, they do not offer as much selection as the 'big' four, but their prices are generally cheaper. They do not offer an online shopping service.



**Ocado** - [www.ocado.com/](http://www.ocado.com/)

British online supermarket, in contrast to its main competitors, the company has no chain of stores and does all home deliveries from its warehouses.



## RELIGION

Uxbridge and Harrow are a multi-faith communities, and HCUC extends a warm welcome to everyone, regardless of background or starting point. You are free to practise your faith here in the UK, however, please note that no one faith will be promoted by the College, nor allowed to be promoted, at the expense of other faiths. Dedicated facilities will not be provided for particular faith groups, but arrangements will be made to allow for essential religious observance where and when this is possible. See below for the details of your nearest place of worship to HCUC Campuses.

### Christian

St Margaret's Church  
Windsor Street, Uxbridge, Middlesex, UB8 1AB  
T: 01895 258766

St Andrew's Church  
The Vicarage, Nursery Waye, Uxbridge, Middlesex UB8 2BJ  
T: 01895 258766

Waterloo Road Church  
Waterloo Rd, Uxbridge, Middlesex UB8 2QX  
T: 01895 257663

Church of St John the Baptist  
Sheepcote Road, Harrow, HA1 2JE  
T: 020 8863 3690

Harrow Baptist Church  
College Road, Harrow, HA1 1BA  
T: 020 8863 7837

St Peter's Harrow  
Sumner Rd, Harrow, HA1 4BXT  
T: 020 8422 6297

### Sikh

Gurdwara Sri Guru Singh Sabha  
2-8 Park Ave, Southall UB1 3AG  
T: 020 8574 8901

Gurdwara Siri Guru Singh Sabha  
Sheehy Way, Waxham Court, Slough, Berkshire, SL2 5SS  
T: 01753 531826

Brent Sikh Centre  
241 Stag Ln, London NW9 0EF  
T: 020 8206 1231

## **Islam**

Uxbridge Mosque  
4-5 Cowley Mill Rd, Uxbridge UB8 2QB  
T: 07493 732427

Hillingdon Central Mosque  
Silverdale Road, Hayes, UB3 3BA  
T: 07966 967649

Eyup Sultan Mosque / Masjid  
1 Redford Way, Uxbridge UB8 1SZ  
T: 01895 232880

Harrow Central Mosque  
34 Station Rd, Harrow HA1 2SQ  
T: 020 8861 1234

Sri Lankan Muslim Cultural Centre of Harrow  
2 Whitefriars Ave, Harrow HA3 5RN  
T: 020 8427 3113

Masjid Imam Muqbil  
The Arches, Stanley Rd, Harrow, HA2 8AA

## **Hindu**

Shree Adhya Shakti Mataji Temple  
55 High Street, Cowley, Uxbridge, UB8 2DX  
T: 07882 253540

Vishwa Hindu Kendra  
2 Lady Margaret Rd, Southall UB1 2RA  
T: 020 8574 3870

Shri Sithi Vinayagar Thevasthanam  
High Mead, Harrow HA1 2TJ  
T: 020 8427 5428

London Sree Ayyappan Temple  
36 Masons Ave, Harrow HA3 5AR  
T: 020 8861 5825

The International Siddhashram Shakti Center  
22 Palmerston Rd, Harrow HA3 7RR  
T: 020 8426 0678

### **Judaism**

Ruislip & District United Synagogue  
9 Shenley Avenue, Ruislip Manor, Middlesex, HA4 6BP  
T: 01895 622059

Pinner United Synagogue  
1 Cecil Park, Pinner, HA5 5HJ  
T: 020 8868 7204

Mosaic Jewish Community  
39 Bessborough Rd, Harrow HA1 3BS  
T: 020 8864 0133

### **Buddhism**

UK Guan Yin Citta Buddhist Charity Foundation  
8 Lyon Way, Greenford UB6 0BN  
T: 020 3784 9104

Mahamevnawa Uxbridge  
Dhamma Land, 225 Windsor Ave, Uxbridge UB10 9BD  
T: 01895 311315

Sri Saddhatissa International Buddhist Centre  
311 Hool Cl, London NW9 9PET  
020 8204 3301

Sasana Ramsi Vihara  
83 Booth Rd, London NW9 5JU  
T: 020 8205 0221

## GETTING TO KNOW UXBRIDGE, HAYES & HARROW

### Uxbridge

Uxbridge College is located in West London and its great transport links mean that you can be in the centre of London in under an hour.

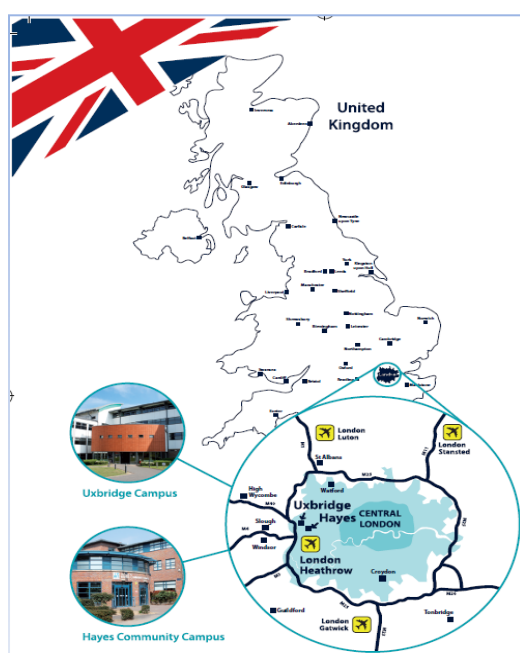
During your first week you may want to familiarise yourself with the area surrounding the College and get to know the area that you will be based in during your studies.

The Uxbridge Campus is just minutes from Uxbridge town centre, which boasts dozens of stores, a nine screen cinema, and a variety of places to eat and drink.

Uxbridge has two main shopping malls – The Chimes, and The Mall Pavilions. Both of these shopping centres have a great range of popular brand and independent stores, and The Chimes also contains a nine screen Odeon cinema where you can see all the latest film releases. Pavement cafes, coffee shops filled with comfy sofas, traditional and modern pubs and bars make Uxbridge a great place to relax and socialise with friends and family.

### Hayes

Uxbridge College in Hayes is part of a complex which includes a health centre, a recreation ground, housing, and a day centre for the elderly. It is a few yards from the Uxbridge Road – one of the area's major transport routes and is close to Hayes and Harlington Station.



## **Harrow**

Harrow College is located in North West London and its great transport links mean that you can be in the centre of London in under 30 minutes.

During your first week you may want to familiarise yourself with the area surrounding the College and get to know the area that you will be based in during your studies.

The Harrow on the Hill Campus is just minutes from Harrow town centre, which boasts dozens of stores, a nine screen cinema, and a variety of places to eat and drink.

Harrow has two main shopping malls – St Ann's, and St George's. Both of these shopping centres have a great range of popular brand and independent stores, and St George's also contains a nine screen Vue cinema where you can see all the latest film releases. Pavement cafes, coffee shops filled with comfy sofas, traditional and modern pubs and bars make Harrow a great place to relax and socialise with friends and family.

## **Harrow Weald**

Harrow Weald campus is situated north of Harrow Weald High Road. Here you are close to nearby countryside, Waitrose and Iceland supermarkets, Tennis Clubs and a selection of café, restaurants and fast food outlets. It is also close to direct access to London Euston from Harrow & Wealdstone station.





## CLUBS AND ACTIVITIES

There are lots of activities and events going on outside the classroom for you to take part in. Help to suggest and plan events including music and art performances, participate in enterprise challenges, get involved in charity fundraising and even start your own business enterprise.

### Freshers' Fair

Your first couple of weeks are an exciting and essential part of your student experience. Make the most of college life, get to know your new environment, meet new friends, pick up information and check out college facilities at the Fresher's Fair. There will be a range of information and entertainment stalls, plus special offers and discounts.

### Have Fun & Get Fit

Work hard and play hard! Take part in free sports and activities in our sports hall and on our outdoor multi-use pitches to keep your body and mind healthy. Get involved in tennis, football, volleyball, badminton, cricket and more! You can also pay to join the on-site gym, which has cardio and resistance machines and free weights.

There is also Fitness Suites at the Uxbridge Campus, Hayes Community Campus and Harrow Campus. A special reduced membership rate is available for students. Facilities include multi-gym with rowers, steppers, treadmills, machine weights, Olympic weights and fitness classes.

### Sports Academies

If you play football, basketball, cricket or netball at a competitive level why not become a member of our Sports Academies at Uxbridge campus? You do not have to be on a sports course to join and you can benefit from professional coaching and play competitive matches.



### **Football Clubs:**

<http://www.thefa.com/play-football> - Play Football searches for all football in your local area. From competitive clubs to a kickabout with mates, Play Football can help you find the right football for you.

<http://www.ukfootballfinder.co.uk/> - UK Football Finder is the UK's largest grass roots network. Established in 2007, they have arranged over half a million trials. Whatever your standard they have got a team for you.

### **Cricket Clubs:**

Uxbridge Cricket Club  
Park Rd, Uxbridge, UB8 1NR  
T: 01895 237571  
W: <http://uxbridgecricketclub.hitscricket.com/default.aspx>

Hayes Cricket Club Ground  
Wood End, Hayes, UB3 2RJ  
W: <http://hayescricketclub.co.uk/default.aspx>

<https://www.ecb.co.uk/play/find-a-club> - Listings for clubs in the local area

### **Rugby Clubs:**

<http://www.englandrugby.com/my-rugby/find-rugby/> - Listings for clubs in the local area

<http://www.middlesexrugby.com/rugbyinlondon/> - Listings for clubs in London

### **Tennis Clubs:**

Uxbridge Lawn Tennis Club  
Gatting Way, Uxbridge, UB8 1NR  
T: 07951 826135  
W: [www.uxbridgetennisclub.org.uk](http://www.uxbridgetennisclub.org.uk)

Northwood Lawn Tennis Club  
20 Pines Close, Northwood, HA6 3SJ  
T: 01923 823910

Greenford Tennis Club  
76 Ravenor Park Road, Greenford, Middlesex. UB6 9QY  
W: <http://www.greenfordtennisclub.org.uk/>

Harrow Lawn Tennis Club  
Harrow School Grounds, Garlands Lane, Harrow-on-the-Hill, HA1 3EAT:  
W: <http://www.hltc.net/index.htm>

Harrow Weald Lawn Tennis Club  
49-51 College Road, Harrow Weald, HA3 6EF  
W: <https://www.harrowwealdtennisclub.org.uk/>

Kenton Lawn Tennis Club  
Kenton Park Road, Kenton, HA3 8UB76  
W: <https://clubspark.lta.org.uk/KentonLawnTennisClub>

<http://tennishub.co.uk/> - lists tennis clubs, tennis courts and tennis coaches in Great Britain.  
They are sorted by regions and counties and searchable by postcode and keywords.

### **Athletics Clubs:**

Hillingdon Athletic Club  
206 Bury St, Ruislip, HA4 7TJ  
T: 01895 678459  
W: [www.hillingdonac.co.uk/](http://www.hillingdonac.co.uk/)

Harrow Athletic Club  
Bannister Sports Centre, Uxbridge Rd, Harrow HA3 6SW  
T: 01604 470833  
W: <http://www.harrowac.co.uk/>

<http://clubfinder.englandathletics.org/> - Listings for athletic clubs in the local area.

### **Swimming Pools:**

Hillingdon Sports and Leisure Complex  
Gatting Way, Middlesex, Uxbridge UB8 1ES  
T: 0345 130 7324

Harrow Leisure Centre  
Christchurch Ave, Harrow HA3 5BD  
T: 020 8901 5980



<https://swimming.org/poolfinder/> - Find local swimming pool

## ENROLMENT & INDUCTION

HCUC will notify you of your enrolment date and your latest date of enrolment. You should take note of this and ensure that you have submitted your visa so that you are granted entry clearance in time for this date. Failure to do so may result in you not being permitted to enrol on your course. Once you have been granted entry clearance and have booked your flight to the UK, you should notify the International Office of the date that you will be coming to the College to enrol on your course.

The main things that you will do at Enrolment:

- Be introduced to the College and the International Officer
- Meet members of staff who will be teaching you during the year
- Be interviewed and tested to ensure that the course is right for you
- Enrol onto your course
- Have copies taken of all your documents
- Pay any outstanding course fees
- Be given information about the time and place of your first course meeting
- Be given your timetable
- Organise all the documents you will need from the International Officer for the purpose of Council Tax, registering with a doctor, and opening a bank account

To complete the enrolment process, you must bring the following documents with you:

- ☐ Your offer letter from the College
- ☐ Passport and Biometric Residence Permit
- ☐ Outstanding fees for your course (cash/cheque/debit or credit card/bankers draft) – please note that if you are paying by bank transfer, we will need to see evidence of this.
- ☐ Your police registration document (if you require one)
- ☐ Originals of your qualification certificates
- ☐ Address in the UK and home country
- ☐ Emergency contact information



## BANK ACCOUNTS IN THE UK

Having a bank account in the UK will make it quicker and easier for you to manage your money during studies.

### The advantages of opening a UK account:

- You won't get charged every time you withdraw money from cash machines – using a non UK bank card may cause a charge to be incurred on your account
- You will be able to set up direct debits for accommodation/telephone bills – you cannot do this from an overseas account

There are several large international banks in the UK - you may wish to visit the website of each bank before you come to the UK and see which one has the best option for international students. It is advisable that you do this as the College cannot endorse one particular bank.

### British Banks

Barclays	<a href="http://www.barclays.co.uk">www.barclays.co.uk</a>
Halifax	<a href="http://www.halifax.co.uk">www.halifax.co.uk</a>
HSBC	<a href="http://www.hsbc.co.uk">www.hsbc.co.uk</a>
Lloyds TSB	<a href="http://www.lloydstsb.com">www.lloydstsb.com</a>
Metro Bank	<a href="http://www.metrobankonline.co.uk/">www.metrobankonline.co.uk/</a>
Nationwide	<a href="http://www.nationwide.co.uk">www.nationwide.co.uk</a>
NatWest	<a href="http://www.natwest.com">www.natwest.com</a>
Santander	<a href="http://www.santander.co.uk">www.santander.co.uk</a>
Yorkshire Bank	<a href="http://www.ybonline.co.uk/">www.ybonline.co.uk/</a>

### Things to think about when choosing a bank account:

- ☐ What documents will you need to show as proof?
- ☐ Are there any branches of the bank in your home country – this may make it easier to transfer money between the accounts?
- ☐ Is there a charge for opening the account?
- ☐ Is there a minimum amount of money that has to be put in the account
- ☐ Does the account allow you to have a credit card? Will you need a credit card?
- ☐ Will the bank issue bank statements regularly?

### How to open a bank account

When opening an account, the bank will require you to provide evidence of both your identity and your address overseas and abroad.

The documents you should take with you are as follows:

- ☐ Your passport
- ☐ Your Biometric Residence Permit
- ☐ The conditional offer sent to you by the College
- ☐ A formal letter from HCUC confirming that you are a fully enrolled student, the start and end dates of your course, and your home address in the UK
- ☐ Reference and statements from your home bank

The International Office can provide the letters you require for opening a bank account, however, you will need to provide the name of the bank and the branch you wish to open the account at – some banks will not accept the letter if it is not addressed to them. While the International Office can provide this at enrolment, please note that at peak times you should allow up to two working days.



## TRANSFERRING MONEY

If you do decide to open a UK bank account, you will need to transfer money into it from overseas and there are several ways to do this:

Method	Explanation
Bankers Draft/Cashiers Cheque	These can be brought from your home country and are easy to carry with you. Regardless of which currency they are, bankers drafts can be used to open a UK bank account. If they are drawn in (£), they will be very easy to clear and incur no charge. If your bankers draft is in a different currency, they will be drawn at the current rate of exchange and take a month or more to clear.
Telegraphic Bank to Bank Transfer	This is a very quick way of transferring money to the UK. Once you have opened your bank account in the UK, you then give your home country bank the details of your UK bank account so they can transfer the funds. This is very quick, and usually takes about 4 working days to complete.
Travellers Cheques	These are a safe way of bringing money into the UK, and can be replaced if they are lost or stolen. You can use them as soon as you get to the UK, which may be helpful as it make take time to open your UK bank account. You can pay the travellers cheques into a UK bank account, however, there may be a charge for this and some banks may charge commission to convert them if they are in foreign currency.
Personal Cheque	You can pay a personal cheque into your bank account, however, this may take up to 6 weeks to clear and you may be charged for the Bank to accept your cheque.
Credit Card/Debit Card	You may be able to withdraw funds from a credit/debit card to pay into a UK bank account if the card is accepted in the UK. However, you may incur a charge for using your card abroad.
Cash	It is inadvisable that you bring large amounts of cash into the UK, as there is a risk that it could be stolen. You should bring enough to cover costs in your first week and ensure it is small notes.



## HEALTHCARE DURING YOUR STAY

The National Health Service is the UK's state health service and if your course of study at HCUC is for six months or more, you will qualify for NHS treatment on the same basis as anyone who is ordinarily resident in the UK.

However, most students will need to pay a health surcharge: this is **£470 a year** for students. The total surcharge amount will be payable upfront at the time of the immigration application. The surcharge is not a visa fee. The payment will be collected by the Home Office and it will go directly into the National Health Service (NHS) and will give you access to the NHS. The health surcharge is mandatory for affected migrants. Even if you decide to take out private healthcare insurance, you still need to pay the surcharge.

The following services are free of charge after payment of the surcharge:

- Consulting a GP and most other GP services such as visiting a clinic
- Treatment in a hospital

The services you may have to pay for in addition to the surcharge are:

- Medicines prescribed by your GP
- Some GP services (travel vaccinations, getting a sickness certificate)
- Dental treatment
- Optical treatment

### Registering with a Doctor

One of the first things you should do once you have enrolled at College is to register with a Doctor. You may not need to go to the Doctor for the entirety of your stay in the UK, however, if you do need to see a GP this will make it easier, as GPs are often only allowed to give appointments to people that are registered with them.

#### Useful Web Link

Finding your nearest GP: <https://www.nhs.uk/Service-Search/GP/LocationSearch/4>

Full service directory for the National Health Service, including hospitals:  
<https://www.nhs.uk/service-search/>

### Documents you will need to register

- ☐ Your passport and BRP card
- ☐ Letter from the International Office stating that you are a student

To register, you will need to take the above documents to a doctor's surgery or clinic during consulting hours and ask to be added to the list of NHS patients. Once you have done this, if you need to see the Doctor, you will just need to make an appointment with them.

Keep a written record with you at all times of any medical condition affecting you and the generic names (not just the trade names) of any medication you are taking from your home country.

### **Chemist/Pharmacists**

If you don't believe you are seriously unwell, you can also consult a pharmacist – also known as chemists. They will advise on treatments available over-the-counter (available without a doctor's prescription). Chains of pharmacists in the UK include Boots and Superdrug:

Boots

163 High St, Uxbridge UB8 1JZ

Phone: 01895 233326

Boots

1266 Uxbridge Rd, Hayes UB4 8JF

Phone: 020 8573 2549

Superdrug

159/161 High Street, Uxbridge UB8 1JY

Phone: 01895 254873

Superdrug

2-8 Station Rd, Hayes UB3 4DA

Phone: 020 8848 1754

The Harrow Pharmacy

73 Station Rd, Harrow HA1 2TY

Phone: 020 8427 9204

Boots

16 Greenhill Way, Harrow HA1 1HS

Phone: 020 8863 1293

Jade Pharmacy

385 High Rd, Harrow HA3 6EL

Phone: 020 8427 1810

Boots

66-68 High St, Harrow HA3 7AF

Phone: 020 8427 1171



## Emergency Treatment

In the event of an emergency, dial **999** for an ambulance.

Alternatively, if you are injured or seriously ill, you can go to the Emergency Department by yourself or get friends/family to take you. If you are not sure if it is an emergency, call 111 for NHS telephone service when you need medical help fast, but when it isn't a 999 emergency.

Local Hospitals with Accident & Emergency Services (open 24 hours) include:

### Hillingdon Hospital

Pield Heath Road, Uxbridge, UB8 3NN

Tel: 01895 238282

<https://www.thh.nhs.uk/index.php>

### Northwick Park Hospital

Watford Road, Harrow, HA1 3UJ

Tel: 020 8869 3087

<https://www.harrowccg.nhs.uk/>

### Ealing Hospital

Uxbridge Road, Southall, UB1 3HW

Tel: 020 8967 5000

<http://www.lnwh.nhs.uk/>

### Wexham Park Hospital

Wexham, Slough, Berkshire, SL2 4HL

Tel: 01753 633000

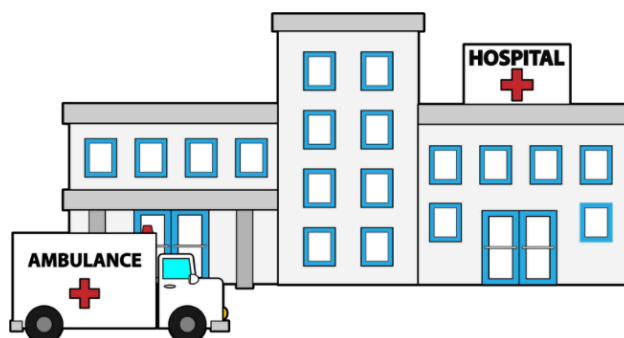
<https://www.fhft.nhs.uk/>

### Watford General Hospital

Vicarage Road, Watford, Hertfordshire, WD18 0HB

Tel: 01923 244366

<http://www.westhertshospitals.nhs.uk/default.asp>



## Dental Treatment

You should try to have your teeth checked by a dentist at least once a year.

You can find lists of dentists who give NHS treatment at: <https://www.nhs.uk/Service-Search/>

You should ask the dentist whether they accept National Health Service (NHS) patients - many do not. The dentist may wish to conduct the same process for checking your entitlement to NHS care as a General Practitioner (GP) would. If you already have a GP, then the dental practice should contact the GP to ensure that they have undertaken an entitlement check. If accepted by the dentist as an NHS patient, you will need to give the dentist the NHS number on your medical card.

**You may still have to make a contribution towards the cost of your dental treatment, even if you are entitled to NHS treatment.**

## Useful Web Link:

**UKCISA – Keeping Healthy (for further information on Healthcare in the UK):**  
<https://www.ukcisa.org.uk/Information--Advice/Studying--living-in-the-UK/Health-and-healthcare>

**Education UK – Health advice for UK international students:** <https://study-uk.britishcouncil.org/planning/health-safety>

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## COUNCIL TAX

During enrolment, you may also require a letter from the International Office for Council Tax purposes. Council Tax is set by local authorities in the UK and it pays for services they provide such as rubbish collection, the police and the fire brigade.

If you are living in accommodation **that only has students in it**, you will be exempt from paying Council Tax, however, you must provide the local authority with proof from College that you have enrolled on a full-time course. The International Office will be able to provide this letter for you.

If you are living in accommodation with non-student adults, the local authority may charge the fee for Council Tax. This charge is based on the number of resident adults in the house – as a student you are exempt, but you will still need to provide proof that you are a student so as not to be counted in this.

























## ONCE ENROLMENT IS COMPLETE...

Once you have enrolled, you will be ready to commence your studies at HCUC. One of the first things you will have to attend is Orientation and Induction. Orientation will enable you to learn more about life in the UK and at the College, whilst meeting other international students.

Induction introduces you to the College and your course of study. Not only will you be given information about the College and the facilities available to you during your time at HCUC, but you will also receive handy information on how your course will be assessed and how to get the very best marks.



## ESSENTIAL DOCUMENTS CHECKLIST

Document	College Registration	Collection of Biometric Residence Permit	Opening a Bank Account	GP Registration	Council Tax
Passport					
Visa					
Offer Letter & CAS Statement					
Letter confirming enrolment from International Office					
Proof of fees paid					
Academic qualification certificates					
Proof of your home country address					
Proof of your UK address					

## STUDYING AT HCUC

If you have chosen to study at HCUC, you are studying at one of the most successful further education colleges in the country. We want to support and prepare you for the future you want and we want HCUC to be a place where you can study and feel safe, healthy and welcomed regardless of your background and previous experience.

### Our Expectations

At HCUC we aim to create a safe, welcoming environment where all our staff and students can feel comfortable – this is ensured by relevant rules and procedure and a culture of respect for all.

### The College Charter

The charter sets out the standards which students and visitors can expect from the College – and what the College expects too. Amongst our promises to you are:

- The highest standard of teaching and personal support
- A full enrichment programme
- Professional careers guidance

We ask you to:

- Work to the highest possible standards
- Respect yourself and others
- Observe College rules and procedure

All the formal College policies and procedures are designed to ensure your safety and enable you to achieve your highest potential. These include: The Equality and Diversity Policy, Code of Conduct, Safeguarding and Health and Safety – all of these will be introduced to you at induction.

### The Student Code of Conduct

The Student Code of Conduct applies to all students and visitors to the College. You will be required to abide by the Code of Conduct at all times and some of the key elements of it that you should follow are:

- Wear and display your ID card at all times
- Be polite and behave in a way that will not cause offence to others, and uphold the College Equal Opportunities Policy



- Show respect for property and possessions
- Follow Health and Safety and evacuation procedures
- No Smoking on campus, except in the designated smoking area
- Uphold the good reputation of the College
- Conform to the College's policy on the receipt of e-mails and other electronically transmitted information
- Dress appropriately for undertaking College activities, including off-site activities

HCUC has a diverse student body and the College will not tolerate:

1. Acts of vandalism
2. Spitting
3. Threatening or abusive behaviour, whether verbal or physical
4. Harassment in any shape or form
5. Swearing and language which is offensive to others
6. Loud or aggressive behaviour
7. Any activity which is likely to bring the college's name into disrepute
8. Students whom the College believes are engaged in criminal activity
9. Attempts to convert individuals to religious faiths or political causes
10. Use of the premises to promote a political or religious cause
11. Use or possession of alcohol or any illegal substance
12. Use of mobile telephones in non-designated areas
13. Action which is likely to promote or increase the potential for disruption to the College, its students, staff or property
14. Consumption of food or drink in any area other than the refectory
15. Chewing gum in an anti-social way during classes or inside College buildings
16. The carrying of any type of weaponry (or item that could be considered as such)
17. Students who encourage non-students into the College

Those found in breach of this code will be subject to disciplinary action.

## **Equality and Diversity**

HCUC has a policy about equal opportunity. In simple terms it means:

- All learners are equally important to us
- All learners need different sorts of help to get their qualification and we will give whatever help is necessary

This means that there should be respect and no unfair treatment because of:

- age
- race, colour, nationality, ethnic origin
- disability
- HIV status

- sexual orientation (straight or gay)
- gender, (that is, whether they are male, female or undergoing a sex change)
- marital or parental status
- political or religious belief
- employment status
- social or economic class

HCUC extends a warm welcome to everyone, regardless of background or starting point. We are fully committed to promoting, maintaining and supporting equality of opportunity in all aspects of our work.

Please note that the College is a secular college and our resources are dedicated to learning. No one faith will be promoted by the College, nor allowed to be promoted, at the expense of other faiths. Dedicated facilities will not be provided for particular faith groups, but arrangements will be made to allow for essential religious observance where and when this is possible.

Please help us make sure everyone feels valued. This means that we want you to treat everyone at HCUC with respect – staff and learners. We will not accept any form of bullying or harassment including name calling and insults. But, if you feel that you are not being treated fairly and with respect, please let a tutor, someone in student support or another member of staff know.



## Attendance

HCUC has an expectation of 100% punctuality and attendance. As an international student, you should aspire to this as non-attendance can have very serious implications for your visa. We expect every student to attend every timetabled session and to be ready to begin work at the scheduled start of each timetabled class, in order to benefit from the prompt start time and the maximum learning time, as well as to prepare you for the world of work or higher level studies.

Your attendance will be monitored very closely and if you are away from College for any reason, you should make every effort to inform your Attendance Coordinator or the International Officer as soon as you can. HCUC makes allowances for those students requiring time off due to religious celebrations; however, you must notify your Attendance Coordinator in advance of this so that this absence can be accounted for.



## Disciplinary Procedure

The disciplinary procedure is used to help deal with any unsatisfactory conduct that does not meet the College's expectations of you and prevents you from reaching your full potential at the College. It relates to two aspects of student behaviour – academic and misconduct.

There are several stages of the disciplinary procedure:

- Preliminary/Informal Stage
- Stage 1 – First Written Warning
- Stage 2 – Second Written Warning
- Stage 3 – Formal Disciplinary Hearing
- Stage 4 - Appeal



## FACILITIES

Our excellent facilities give you everything you need to fulfil your potential. We continually invest in the College to ensure that we provide industry-standard workshops, studios and fully equipped classrooms.

### Uxbridge College

Facilities at Uxbridge College include:

- Science Labs
- Forensic Science Equipment
- Motor Vehicle Workshops
- Engineering Workshops
- Mock Aircraft Cabin
- The Mall & Business Centre
- Light and Sound Gallery
- Media and Filming Laboratory
- Media Control & Editing Suite
- Sound Proofed Audio & Film Studios
- Green Screen for CGI & 3D Filming
- Music Production Studios
- Mac Labs
- Dance Studios
- Theatre
- Art Studios
- Fashion & Design Workshops
- Training Restaurant
- Hair & Beauty Salons
- Commercial Kitchens
- Student Social Spaces
- Learning Resource Centres (LRCs)
- Refectories
- Indoor Sports Hall & Fitness Centre
- On-Site Starbucks



## Harrow College

Facilities at Harrow College include:

- Canteen
- On-site Starbucks
- New library and resource centre
- Laptop and tablet hire service for class use
- Silent study spaces
- Lecture theatre
- Fitness centre
- Sports hall
- Editing Suite with Apple Mac Pro Computers
- Media suite with Green-Screen / Photography Studio
- Dark room facilities
- Art & Design Studios
- Science Laboratories
- Health & Social Care training facility
- Specialist centre for supported learning
- Hair & beauty salon





## **SUPPORT AT HCUC**

The Student Support Directorate brings together a range of support services from across the College to ensure that help and advice on everything from courses to careers, to personal issues is available to those who need it.

### **Student Support**

The Student Support Officers are available to help you both with financial issues and personal or welfare issues. They offer advice and support on an individual basis and are happy to talk to you about any subject that might be affecting your learning.

Here are some examples of the kinds of areas in which students seek support:

- Accommodation, travel and transport and the cost of these (e.g. Oyster discount cards)
- Difficulties with the course and workload
- Personal and relationship difficulties
- Health, including diet, smoking cessation and sexual health
- Safeguarding and child protection
- Homesickness
- Culture shock

They are experienced at dealing with students with a range of issues such as: problems with a boyfriend or girlfriend; bullying; forced marriages; being homeless; depression & mental health; domestic violence etc.

Safety: your safety is their primary concern – if you have any concerns about your own safety tell your tutor immediately or go to the Student Support office and talk to one of the Student Support advisors.

Support will also be offered to you automatically if you get into trouble while at College and reach Stage 3 of the College's Disciplinary process.

The Student Support Officers can be found in Student Support across all campuses – in the Mall in Uxbridge and in the Student Lounge next to the Refectory in Hayes and can be contacted on 01895 853380. At Harrow they can be found in the Student Support Offices and can be contacted on 020 8909 6330.

### **Student Liaison**

The Student Liaison team will enrich and help you contribute to your College experience. The team encourage students to become Tutor Reps, which will enable you to contribute to the running of the College. Being a Tutor Rep requires plenty of commitment and responsibility

from you, but in return, you will gain valuable skills to add to your CV and potential University application.

They regularly plan events to happen all over the College at different times of the year. You can also be involved in planning some of these events if you wish. As well as this, they provide dedicated student social spaces where you and your friends can relax, play table tennis, cards and a variety of board games.

## Careers Centres

This service is available to anyone who wants to find out more about their career options, or about higher education and qualifications. We have a team of advisers who offer an impartial service to current students.

HCUC is committed to helping individuals achieve their full potential. The service offers advice and support to help you to:

- Choose the most suitable option from a wide range of courses at University
- Decide about your education, career, job or other plans throughout your course.
- Develop your future job search techniques, (including help with CVs and interview techniques).
- Apply for a degree, foundation degree, HND or other higher education courses.

Working with the Learning Resources team, we offer a wide range of resources (books, prospectuses, online resources) in all the areas above. The Guidance section of the Student Services Moodle site offers a range of resources including help with UCAS personal statements, CV writing and labour market information.

## LRC

During your college induction you will be taken to the Learning Centre. Your tutor can advise you which materials will be useful for home study.

Each campus has an integrated library and learning centre offering a supportive learning environment for independent study. There are over 300 computers for you to use at any time with qualified staff available to help.

All campuses have a Learning Resource Centre. The Centres Uxbridge and Hayes sites provide research facilities and the following essential resources: course books, magazines, newspapers, CDs, DVDs, photocopiers, scanners, colour printing, and e-resources available



including: Britannica Online, Infotrac, Oxford Art, Oxford Reference, Issues Online, Ebrary & Credo Reference.

The LRCs' also offer a scanning, printing and photocopying services, and a free computer booking facility is available through the library if you need to use it.

## NUS

All students enrolled at HCUC can join the National Union of Students. The NUS TOTUM Card gives you discounts at various shops, theatres and cinemas. You can get help to apply for your TOTUM card from the Student Support Office OR visiting - <https://www.totum.com/> .



## Oyster Photocard

16 – 17 years old can apply for a **16+ Zip Oyster Photocard**, which will let you buy a child-rate Travelcard and Bus pass. It also gives 'pay as you go' at half-adult rate on bus, tube and most National Rail services in London. Best of all, if you live in a London borough, including Hillingdon and Harrow, you can get travel free on buses. This also includes students aged 18 on 31 August who are still in full time education - they also apply for a 16+ Zip Oyster Photo Card.

18 years or older can get 30% off the price of adult-rate Travelcards and Bus Pass season tickets with an **18+ Student Oyster Photocard**. However, only students who live at a London address during term time are eligible for this. If you are 18 and live in London you may still be eligible for the 16+ Zip Oyster Photocard, which offers more benefits.

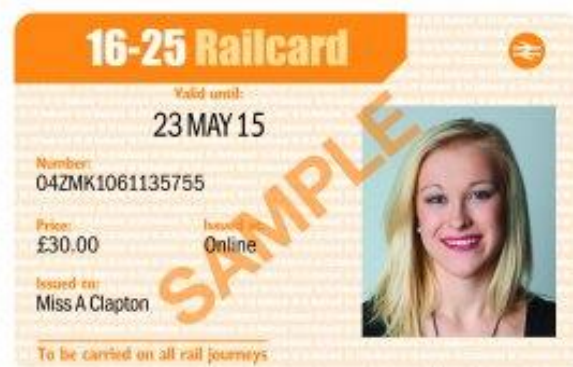




## 16-25 Railcard

If you are aged 16 to 25 you can get 1/3 off rail fares when you go by train using this Railcard. You can also apply for the card if you are older than 25 and a full time international student at HCUC.

The Railcard costs just £30. So normally after three or four trips, the card will have paid for itself. Your 16-25 Railcard gets you 1/3 off Standard Anytime and Off-Peak fares, as well as Standard Advance and First Class Advance fares. There is no limit to the number of times you can use your Railcard.



### Useful Web-links:

NUS Card: <https://www.nus.org.uk/en/nus-extra/>

Oyster Photocards: <https://photocard.tfl.gov.uk/tfl/showLogon.do>

16-25 Railcard: <https://www.16-25railcard.co.uk/>

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## WORK

Students at HCUC on Student Visas can do paid work in the UK for up to 10 hours per week during term-time and full-time during College authorised holiday periods.

HCUC students can also do a work placement as part of your course. Students can also volunteer while they are studying and do short-term work experience, which may enhance your CV and UCAS personal statement, particularly if you are applying for a competitive course at University, such as Medicine or Law.

## EXTENDING YOUR VISA

You can apply to extend your visa under the Student Visa category from inside the UK if you currently have a Tier 4 Student visa or new Student Visa and:

- have an [unconditional offer of a place on a course](#) with a licensed student sponsor - shown by your Confirmation of Acceptance for Studies (CAS)
- show that your studies are at a higher academic level than your current course (called the 'academic progress requirement')

Please note that you will require a brand new CAS number to extend your visa with any institution. If you intend to transfer or stay at HCUC, please visit the International Office who can advise about providing one. If you want to transfer to a different institution, you will need to contact the new institution about how to obtain a CAS.

### Useful Web-Links:

Quick guides for students – this contains guidance on applying for a student visa, and links to the application forms.

**Student Visa** - <https://www.gov.uk/student-visa>

**UKCISA** (International Student Advice on Visas) – <https://www.ukcisa.org.uk/>