



STUDENT HANDBOOK



Accredited by the
 BRITISH
COUNCIL
for the teaching
of English

ENGLISHUK
member

TRINITY
COLLEGE LONDON
Registered Exam Centre 63843

ENGLISHUK
north

www.ukecacademy.com

A WARM WELCOME TO UKEC ACADEMY!

Deciding to come to England to learn or improve your English is a big step and a great challenge. On behalf of all of the team, I would like to extend you a very warm welcome. Our team will be with you throughout your journey and we very much look forward to seeing you progress.

This student handbook will give you information about what to expect on your first day and will also provide you with information about your new school and life in Manchester.

YOUR FIRST DAY

You will be greeted on your first morning at the reception by a member of our friendly team. You should bring your passport or ID card with you and show it to the staff member. They will take a copy of your passport or ID and give you a student lanyard that you should wear at all times whilst in the Academy. The programme for your first day will be similar to the following:

09:00 – arrive at UKEC Academy and report to reception.

(Please bring your passport, visa & acceptance letter with you)

09:30 – Placement test (To decide your English level)

10:30 – Interview with the Academic Manager or Senior Teacher

11:00 – Induction to UKEC Academy *(Introduction to the Academy and the rules)*

11:30 – Walking tour of Manchester

12:30 – Welcome coffee & chat *(End of the day for students on a standard course)*

13:45 – Begin your afternoon classes *(Intensive & Super Intensive courses only)*

These times are a guideline and will occasionally change slightly

Please note that the school is closed on the following dates in 2018/2019:

*22/12/2018 – 01/01/2018, 19/04/2019 – 22/04/2019, 06/05/2019, 27/05/2019, 26/08/2019 &
21/12/2019 – 01/01/2020*

**IT IS VERY IMPORTANT THAT YOU READ THIS HANDBOOK EITHER BEFORE YOU
START YOUR COURSE OR ON YOUR FIRST DAY.**

**WE HOPE THAT YOU HAVE A FANTASTIC TIME AT UKEC ACADEMY AND IN
MANCHESTER**

UKEC ACADEMY STAFF



Danny
Academy Principal



Rachel
Academic Manager



Alex
Admissions
Student Services



Josh
Accommodation
Student Services



Charlotte
Business Development
Executive

TEACHERS



Jane



Hazel



Marc



Poddy



Simon



Elinor
3



Alex

FACILITIES AT UKEC ACADEMY

THE GAMES ROOM

There is a games room in UKEC Academy where students can enjoy the break time. You can use this room to play table tennis, playstation and board games. You can also use this room to eat your lunch and socialise with your friends. From time to time during very busy periods this room may be used as a classroom. We shall inform the students the week before if this is going to happen.

COMPUTER & STUDY ROOM

There is a computer and study room for students to use at any time when it is not being used for a class. You can use our learning platform **MY UKEC** from these computers, as well as for other research and work.

PRAYER ROOM

In room 4 there is a prayer room that is open to people of all faiths.

KITCHEN

There is a kitchen with a microwave, kettle and toaster that students can use if they are not being used by the teacher. Please remember that teachers have the priority of this facility.

COFFEE, WATER & SNACKS

There is a free water cooler in the corridor and a coffee machine where you can buy different types of coffee and hot chocolate for £1. You can also buy chocolate bars and bottles of water in reception for 50p.

WI-FI

There is Wi-Fi throughout the Academy. Please take a look at the posters around Academy for username and password details.

YOUR ACADEMIC PROGRESS AT UKEC ACADEMY

LEVEL TEST

All students at UKEC Academy take a placement test to assess their English level at the start of the course. It will normally be a part of your induction on your first day. The test consists of a multiple-choice section, writing assessment and an interview with the Academic Manager or Senior Teacher. They will discuss with you what goals and targets you have and give you an idea of your expected progress rate.

YOUR TIMETABLE

Your timetable will be as below, depending on the course that you have chosen. From time to time the hours may change slightly and this will be communicated to you beforehand.

Please note that hours missed because of national holidays and school holidays are not refunded or made up at a later date.

STANDARD
15

INTENSIVE
21

SUPER INTENSIVE
25

SAMPLE 1 WEEK ACADEMIC PROGRAMME

DAY \ TIME	MON	TUE	WED	THU	FRI
09:30-12:45	■ ■ ■	■ ■ ■	■ ■ ■	■ ■ ■	■ ■ ■
12:45-13:45					
13:45-15:45	■ ■	■ ■	■ ■	■ ■	■ ■

IELTS PART TIME 6: This will include 3 afternoon sessions each week

IELTS PART TIME 10: This will include 5 afternoon sessions each week

GENERAL ENGLISH PART TIME 6: This will include Mon – Wed 13:45 to 15:45 or any 2 morning sessions (must be agreed with the Academic Manager beforehand).

GENERAL ENGLISH PART TIME 10: This will include 5 afternoon sessions each week (only available in July – August)

COURSEBOOKS & ACADEMY TERMS

In the morning classes you will study general English and at the start of your course you will need to buy a coursebook for your morning sessions, these cost £30 each. If and when you move up a level, you will need to buy the next book for £30. The year is split into 4 terms of approximately 3 months. We use a different course book each term so at the start of each term students will be required to purchase a new course book.

Students will need to buy a £30 coursebook when:

- They start their course
- If they move up a level
- At the start of each term

In the afternoon classes all materials are provided by the teacher.

CHANGING COURSES OR MOVING UP A LEVEL

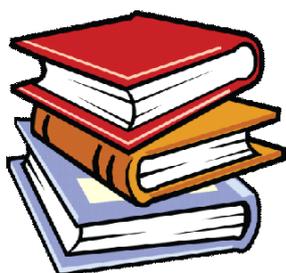
If you wish to change your course then please speak to your teacher, the Academic Manager or the admissions officer. They will discuss your options for changing courses and will arrange the change.

There are 3 ways in which you can move up a level:

- 1) Every week you have an assessment in class. You will get a mark between 1 and 4. If you are consistently getting 4's then your teacher will recommend that you move up a level.
- 2) At the end of each term, teachers look at the progress of each student and recommend to the Academic Manager those who are ready to move up a level.
- 3) You can speak to the Academic Manager if you think you are ready to move up a level. The Academic Manager will speak with your teacher and on their recommendation will organise a 'level up' test usually on Thursday afternoon. If you achieve a high enough score you will move up a level the following Monday. You are required to buy a new course book for each level.

SELF-STUDY RESOURCES

Using English outside the classroom is very important and is the best way to improve your overall level.



We have a large selection of graded reading books, high-level novels, language reference books and DVDs that you can borrow to help you improve your English. To borrow a book or DVD come to Reception. You will need to pay a £5 deposit for each book or DVD you borrow or £20 to borrow a language reference book.

The multimedia room in Room 7 has a wide variety of options for self-study, including links to online resources, MY UKEC and self-study books.

You can use this room for quiet study at any time the Academy is open.



MY UKEC

My UKEC is your new online learning platform that will provide you with additional learning material that will aid you in your English language development. You can spend more time on the language and skills you want to improve, listen to podcasts and English radio, submit questions to our grammar doctor, get an English idiom of the day and work together with your classmates on group projects.

When you enrol you will receive an email with your unique log in details to MY UKEC. You can access them either on our desktop website (below) or in 'student services' on our mobile website. Speak to a member of the team if you are having any issues logging in or for extra information.



[OUR ACADEMY](#) [COURSES](#) [STUDENT SERVICES](#) [PRICES](#) [WORK WITH US](#)

[APPLY NOW](#)

[Contact Us](#) [Brochure](#) [MY UKEC](#)

UKEC +

UKEC + is a series of additional academic sessions designed to help you develop your soft skills. These can include debate clubs, conversation groups and public speaking sessions.

General English assessment grades at each level are from 1 to 4:

Grade	If you get this score...	If you are getting this score often...
4	... you performed very well in the assessment.	... you might be moving up a level soon.
3	... you performed well in the assessment	... you are doing well in the class, but you can still make more progress at this level.
2	... your performance was OK in the assessment.	... this is a good level for you to make progress in.
1	... the assessment task / activity was very difficult for you.	... you need to improve in the skill that you were tested in.

You can expect to have an individual tutorial in your first week and then once every four weeks.

During the tutorial, your teacher will review your progress, set learning goals and recommend self-study activities to support your learning in class. It is also a chance for them to discuss any issues with attendance, punctuality and participation in class.

This is also a chance for you to discuss any worries or concerns with your teacher.

UKEC UNIVERSITY COUNSELLING



All of our students who wish to go onto university at the end of their course can receive free university advice and counselling from a member of our university team.

We currently partner with over 100 UK universities and have counsellors who can speak many different languages. Our team will help you throughout your university application to ensure you have the best chance of being accepted on the course you want to study.

Speak to our reception team in order to book a FREE session.

ENGLISH EXAMS

Many students want to take an official test to prove their English language level – for example, to go to University in the UK, for work or visa purposes, or sometimes simply to have a goal to aim for.

At UKEC Academy, we can give you advice and help you to prepare for various English Language tests, but the two most popular tests are IELTS (the International English Language Testing System) and the Cambridge suite of English tests, such as B2 First (FCE), C1 Advanced (CAE) and C2 Proficiency (CPE).

The following table gives some useful information relating to IELTS and Cambridge tests:

Test	Test Format	How you are marked	How and when to book	Results
IELTS Academic	4 parts: Listening, Reading, Writing; and Speaking. All paper based except the individual Speaking test, which is conducted by an Examiner.	Band score of 1-9 for Listening, Reading, Writing, Speaking and an overall score. Universities often require an overall score of 6.5 in IELTS as a condition of entry.	IELTS tests are very frequent but the Manchester test centre is very busy, so you should book a place at least 6 weeks before the test date you want. You can book online or in person at a test centre.	Results in 14 days after the test date. Results can be sent directly to a College or University too. IELTS results are only valid for 2 years.
B2 First (FCE) C1 Advanced (CAE), C2 Proficiency (CPE)	4 parts: Listening, Reading, Use of English, Writing; and Speaking. It is computer or paper based except Speaking, which is conducted by 2 examiners with 2 candidates tested together.	You can pass or fail these exams, and can also pass with a 'B' or 'A'. Some Universities accept CAE for entry as equivalent to 6.5 in IELTS.	Cambridge exams are held once a month. You need to book your place about 6 weeks in advance of the test date. You need to fill in an application form and book in person	Results are usually available about 4 - 6 weeks after the test date. Cambridge test results do not technically expire.

<p>ISE GESE (Trinity)</p>	<p>ISE involves 2 parts: Listening & speaking; Reading & writing taken together or at different times.</p> <p>GESE: 1 part speaking & listening with an examiner & 2 students</p>	<p>Students are awarded 'distinction', 'merit', 'pass' or 'fail' at various levels</p>	<p>Trinity exams take place once a month. You will need to book 6 weeks in advance of the test date.</p>	<p>Results are usually available about 8 weeks after the test date.</p>
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MOCK IELTS TESTS

As part of UKEC+ we will organise full IELTS mock tests at various times throughout the year. You can also request to sit a full mock test at any time by speaking with the academic manager. The price of this is £30 and can be paid at reception.

IF YOU ARE NOT HAPPY ABOUT YOUR COURSE

We hope that you have a fantastic experience at UKEC Academy. However, if you are unhappy about any aspect of your course then please discuss these with the following people:

- Your English studies – Academic Manager
- Your Accommodation – Accommodation Officer
- Social Programme – Social Programme Coordinator
- Your Welfare – Academic Manager or Principal
- Any Other Matters – Principal

We will do all we can to resolve your complaint at the first stage. However, if your complaint is not resolved then please make an appointment to see the Principal either in person or by email. Within 14 days we will discuss with all concerned parties and record the findings and put in place a solution.

If you are not happy with the result of how your complaint has been handled then you can contact English UK or the British Council for advice. Further information can be found on our website: <https://www.ukecacademy.com/wp-content/uploads/2018/11/Student-Complaints-Policy-2019.pdf>

FEEDBACK

You will be asked to complete a feedback form at the end of your first week. It will take place at the end of your class on Friday morning. It is very important that you tell us your thoughts about the academy and your stay in Manchester up to this point.

Under 18's at UKEC Academy will also have weekly checks from a member of the welfare team.

There are also monthly feedback sessions with your teacher where you can share any concerns that you have about any aspect of your life at the Academy and also talk about the progress you are making with your course.

At the end of your course you will be asked to complete an end of course feedback online. If you stayed in accommodation provided by the Academy then we shall ask you to complete feedback on this as well.

STUDENT FORUM

On the first Monday of each month our 12:30 coffee club will also be your chance to share your thoughts about the Academy with a member of our team. We want to hear your thoughts and ideas to improve the Academy so please come along.

**REMEMBER TO TALK TO A MEMBER OF STAFF IF YOU HAVE ANY CONCERNS
DURING YOUR TIME AT UKEC ACADEMY**

STUDENT SAFETY

FIRE PROCEDURES

During your induction you will be shown the fire exits of the Academy and given instructions of what to do in the event of a fire alarm.

If the alarm sounds follow the **GREEN** emergency exit signs to locate the nearest escape route.

If you see a fire then raise the alarm and make your way to the nearest fire exit.

REMEMBER TO WALK AND NOT RUN

HEALTH & SAFETY

As part of your induction you will be told who the first aiders of the Academy are and where you can receive first aid treatment.

Tell your teacher or member of staff if:

- You hurt yourself
- You fall
- You feel unwell
- Desks, chairs or equipment are broken

ROAD SAFETY

- Please remember that in the UK we drive on the left-hand side of the road
- Remember to look in both directions before crossing the road

CYCLING IN THE UK

- Once you buy a bicycle you must purchase a helmet that meets the British Standard
- Never listen to music or use your phone whilst riding
- Use your lights at night and wear high-visibility clothing
- Use bike lanes wherever possible

DRIVING IN THE UK

- You must always wear a seatbelt
- Please remember that in the UK we drive on the left-hand side of the road
- You must stop at a red light
- The minimum age to drive is 17
- You must not exceed the speed limits in the area that you are driving
- All traffic and road signs must be obeyed

You must have a valid driving licence. You must have either a:

- A valid full driving licence issued in a European Community/European Economic area (EC/EE)
- A valid, full national licence issued in your country (Provided your full licence or driving permit remains valid, you may drive up to 3.5 tonnes and with up to 8 passenger seats, for up to 12 months from the date of coming to the UK)

NOTE: A provisional (learner's) driving licence issued abroad is not valid for use in the UK

For more detailed information please check the [Highway Code](#) website before you drive

STUDENT WELFARE

At UKEC Academy we have a welfare officer who is trained to help you with any concerns or problems that you have. The team are here to support you throughout your time at the Academy and to ensure that you are happy in the UK. Please speak to a member of our team if you have any concerns.

LAWS IN THE UK

- It is illegal for anyone under 18 to drink alcohol.
- It is also illegal for anyone under 18 to purchase cigarettes or other tobacco products
- Drug use of any kind is illegal
- The legal age of consent is 16

UNDER 18'S

In the UK anyone under the age of 18 is considered a child, regardless of the laws in your own country. There are extra rules that apply to all students under the age of 18 at UKEC Academy. As part of your induction you will receive '*The code of conduct and advice for students under 18*' document where you will be given more information about the specific rules.

- You should always return to your homestay accommodation before 22:30 Sunday – Thursday and 23:00 on Friday and Saturday

EMERGENCY PHONE

There is a 24-hour emergency phone which a member of the UKEC Academy team carries at all times. You will be given the number as part of your induction and it will also be on your student card.

PLEASE REMEMBER THAT THIS NUMBER IS ONLY FOR EMERGENCIES

UKEC ACADEMY POLICIES

ATTENDANCE POLICY

To receive a certificate at the end of the course which states that they have successfully completed a course at UKEC Academy, students must have an overall attendance percentage of 80%* or higher.

- If attendance is below 85%*, the student will receive a verbal warning.
- If attendance does not improve within two weeks, the student will receive a first written warning, and a second written warning if there is still no improvement.
- If there continues to be no improvement, a final written warning will be issued and UKEC Academy reserves the right to expel the student and cancel their course without refund.
- If attendance drops below 50%*, UKEC Academy reserves the right to exclude the student and cancel their course without refund.
- Sponsors will be kept informed of any attendance issues as stipulated in the student's sponsorship letter.

*Please note that some sponsors may set different attendance targets.

ABSENCE POLICY

If a student cannot attend a class, for example due to sickness, then they should inform the Academy before the start of class. UKEC Academy understands that this may not always be possible and is therefore proactive in attempting to contact students in case of absence.

- If a student does not attend two consecutive days of classes, the Academy will endeavour to make contact with the student to check on their welfare.
- This will be done as soon as possible after it is apparent that the student is/was absent for the second consecutive day.
- Contact will be attempted firstly by telephone, and if no contact is made then an email will be sent.
- If contact is made and no good reason is given for absence, the student will be reminded of the Academy attendance policy.

- If a student is absent for 3 consecutive days without contact being made, the Academy will issue a written warning.
- If a student is absent for 5 consecutive days without contact being made, the Academy will issue a further written warning.
- If a student is absent for 5 consecutive days without contact being made, the Academy will also call the student's Emergency Contact number to check on the student's welfare.
- If any student is absent for 10 consecutive classes without contact being made, UKEC Academy reserves the right to exclude the student without refund and, if necessary, report them to UKVI.

Special considerations for students under 18

Students under 18 years old must attend every lesson.

Attendance and Absence Policy

If a student under 18 years old is running late, for example because of transport problems, he/she must phone the Academy before the lesson is due to start.

If a student under 18 years old is not in class, and has not contacted the Academy, this will be reported immediately to reception. Academy safeguarding staff will then attempt to make immediate contact with the student. If no contact is made, the Academy will call the student's emergency contact number.

LATENESS POLICY

- Please be on time for your lessons, in order not to disturb your teacher and your classmates.
 - Morning classes start at 09.30, afternoon classes start at 13.45. You should be in class, ready to start the lesson at this time.
 - If you are more than 10 minutes late you might not be allowed in class, and will have to wait until break time.
 - Breaks are for 15 minutes in the morning classes. If you are late back after the break you might not be allowed in class.
 - If you are under 18 years old and are going to be late, you must phone the Academy to let us know.

➤ In exceptional circumstances students can be given special permission to arrive late for class. This must be arranged in advance.

BEHAVIOUR POLICY

Abusive behaviour by students or members of staff will not be tolerated in UKEC Academy. This includes bullying, harassment, actual or threatened physical violence, verbal abuse or deliberate damage to personal property.

All members of UKEC Academy have the right to expect that the Academy is a safe place to work and learn. Where a behavioural issue does occur, the academy will take all possible action to deal with it in an appropriate manner.

Any student who is considered abusive might be expelled without refund.

Any member of staff who is considered abusive will be dealt with according to the terms of the Employee Handbook.

Verbal warning from your teacher



Verbal warning from the Academic Manager



Written warning from the Principal



Student will be expelled from UKEC Academy and, where necessary, reported to UKVI

FOR ALL OTHER UKEC ACADEMY POLICIES PLEASE VISIT OUR WEBSITE:

<https://www.ukecacademy.com/college-policies/>

ACCOMMODATION AT UKEC ACADEMY

HOMESTAY

Living in our homestay accommodation is a great way to improve your English and get a taste of British culture. Our hosts are carefully chosen and checked to ensure that you are happy, safe and comfortable throughout your stay. All of our hosts are fluent English speakers and come from a range of cultural and ethnic backgrounds.

WHY HOMESTAY

PRACTISE
ENGLISH

EXPERIENCE BRITISH
CULTURE

MAKE NEW
FRIENDS

Our hosts live in different parts of Manchester. They usually live in residential areas, between 20 and 50 minutes away via public transport from the Academy. Some of our hosts have young children, some are retired couples and some are single, working people. All of them enjoy hosting students and learning about different cultures.

Students have their own room and are treated as an additional member of the family. This means you may be expected to help with some household chores like washing dishes after a meal and keeping your room tidy. It also means that you get invaluable practice speaking English at home and an experience of real life in the UK.

Breakfast and dinner are included with your homestay accommodation. Most families in the UK normally have a quick breakfast before school or work during the week and dinner in the evenings when they return. You must communicate with your hosts as much as possible if you are going to be late or miss a meal. The food in the UK may be different to what you normally eat at home – please try your best to try everything but let your hosts know if there is something that you really don't like the taste of.

You will share a bathroom with the other members of the house in your homestay. You will be able to use the shower at least once a day but please communicate with them about

the best times to use the shower. Your host will give you a towel but you will need to bring your own toiletries.

Your hosts will do laundry for you at least once a week. Please discuss with your host to make arrangements. Your towel and bedding will be provided by your host and cleaned once per week.

Please remember that you are a guest in someone's home. If you wish to smoke or bring friends to the house then you must discuss with your host beforehand to ensure they are happy with the arrangements. It's important to communicate with your homestay as much as possible throughout your stay.

RESIDENCE

If you're looking for self-catering accommodation in Manchester city centre, the UKEC Academy residence is an excellent option. Only 10 minutes' walk from UKEC Academy and the city centre, our student accommodation is very well placed for getting to class and exploring Manchester in your spare time. Each flat has six single bedrooms (all with en suite bathrooms) and a shared kitchen and living area. There is a weekly cleaning service for communal areas but students are expected to wash dishes, clean their own bathroom and keep their bedroom and communal areas tidy.

WHY RESIDENCE

**INDEPENDENT
LIVING**

**CITY CENTRE
LOCATION**

**HIGH QUALITY
FACILITIES**

The price includes all bills, internet connection, contents insurance, a 24/7 on-site maintenance and security team, a bedding pack (including duvet and sheets) and a kitchen pack (including crockery and cutlery for one). There are laundry facilities on-site and the cost per load for washing and drying is £3.60. There is also a gym and various social areas including a cinema room and bowling alley that are free for students living in the residence to use.

ARRANGING YOUR OWN ACCOMMODATION

If you decide to look for your own accommodation (flat, bedsit, house) in Manchester,

please come to reception for advice. We can tell you which areas are great places to live and which are not.

WHAT IF YOU ARE UNDER 18?

If you are under 18 and want to arrange your own accommodation, it will require several forms to be completed including:

- Under 18s Alternative Accommodation confirmation form
- Parental Travel Consent Form for under 18s (*all under 18 students*)
- Contact details and Parental Consent for students aged 16 & 17 (*all under 18 students*)

We will also do a risk assessment to ensure that you are safe in your accommodation. Remember that if UKEC Academy is not satisfied that you will be safely looked after in your own accommodation then we shall move you to one of our homestays at your own cost.

The best place to find your own accommodation is online. These websites are often useful:

- **Rightmove** - www.rightmove.co.uk - You can find a flat share and your own rented accommodation here. Most accommodation is advertised by an agency which means you will have to pay an administration fee and deposit to sign a rental contract. Make sure you ask how much this is before you agree to anything.
- **Gumtree** - www.gumtree.com/manchester - Anyone can advertise on Gumtree for free. This means you have to be careful and use your judgement before committing to an agreement. Never pay anything without going to see a property first. Lots of private landlords advertise on Gumtree, so you may be able to avoid paying an administration fee.
- **Spareroom** - www.spareroom.co.uk - This website is similar to Gumtree, but users have to register before using the website.

**Never sign a contract or give anyone any money
unless you are happy with the accommodation!**

If you rent accommodation, your landlord should:

- Give you a contract.
- Repair any broken appliances or furniture.
- Give you 24 hours' notice before coming to the accommodation to make repairs.
- Allow you to stay in the accommodation until the end of the contract.

You should:

- Pay your rent on time.
- When you move in, tell the landlord if anything is broken.
- Clean the house and make small repairs.
- If you want to leave the accommodation, tell the landlord at least one month before you intend to leave. If you leave before your contract ends, you are responsible for paying the rent for the rest of the contract.
- Leave the property in the same condition as when you arrived.

Don't forget....

If you rent your own accommodation:

- You will have to do your own washing, cooking and cleaning.
- You will have to pay bills and council tax (some students will be exempt)
- You might have nobody to speak English with at home.



Here are some phrases you may find when you are looking for accommodation:

Tenancy

This is another word for the rental contract or rental agreement. When you rent accommodation, you are a tenant.

Deposit

For most accommodation, you have to pay a deposit. A deposit is usually one month's rent. The landlord will return the deposit when you leave the accommodation if the accommodation and the furniture are clean and in good condition. The landlord cannot take any of your deposit for general wear and tear: the effects on the accommodation and furniture due to time and normal use.

Administration Fee

Estate agents usually charge an administration fee. This goes towards a credit check to make sure you can afford the rent. Always ask how much this fee is before agreeing to anything. The cost of this ranges from around £70-£300.

Bills

You pay bills for electricity, gas and water. Some rental contracts include the cost of bills

in your monthly rent.

TV LICENCE

If you have a TV in your accommodation then you will need to pay for a TV licence. This may include if you have a TV in your bedroom in the residence or if you are streaming TV shows on your laptop or device on sites such as BBC iPlayer. You can purchase your TV licence at www.tvlicensing.co.uk

Council Tax

This is a tax on the properties people live in. If you are a full-time student studying at least 21 hours per week for 24 weeks then you do not need to pay council tax. Speak to a member of our reception team and they will provide you with a letter that states you are a student at UKEC Academy.

DSS

On some accommodation adverts you may see "No DSS". DSS is a benefit people receive from the government if they can't work. Some landlords won't rent to people who receive DSS.

PW or PCM

PW is the price per week. PCM is the price per month.

Furnished or Unfurnished

Furnished accommodation comes with all of the essential furniture you will need to live there (e.g. bed, fridge, wardrobes etc.). Unfurnished accommodation will have no furniture.

EPC

Some accommodation adverts refer to EPC. This is an Energy Performance Certificate. A is the best and G is the worst rating. The rating tells you how energy efficient the accommodation is and, therefore, how cheap or expensive your bills will be.

Double Glazing

This refers to the windows in your accommodation. Double glazing generally means cheaper heating bills and less noise.

If you are unhappy with your accommodation or want advice then please speak to the accommodation officer or another member of staff.

For all students in either homestay, residence or private accommodation please remember to always keep your valuables safe and where possible locked away.

ARRIVING IN MANCHESTER

Arriving in Manchester

If you are arriving at Manchester Airport, it is very easy to get to the city centre and UKEC Academy. You can book a transfer during your application which costs £60 one way or £100 return.

If you don't want to book a transfer with UKEC Academy then you can take a bus from the Bus Station, or a train or tram from the Train Station, national express coach or book a taxi inside the arrival Terminal.

BUS: A single bus journey to the city centre (Piccadilly Gardens) will take approximately one hour and will cost approximately £3.50.

TRAM: A single tram journey to the city centre will take about 50 minutes and will cost £4.40

TRAIN: A train ticket to Piccadilly Train Station costs £4.20, and the journey will only take 25 minutes.

NATIONAL EXPRESS: You can take an express coach with National Express directly from the airport to the centre. It takes approx. 25 minutes and prices start from £4.90. To book your tickets before you arrive and for more information please visit:

<https://www.nationalexpress.com/en/airports/manchester>

TAXI: Your taxi fare to the city centre should be no more than £30. You can book with **Arrow Cars** in the arrivals hall: <https://www.manchesterairport.co.uk/getting-to-and-from/by-taxi>

For more information, please go to Manchester Airport's [website](#).

UKEC ACADEMY is only a 10-minute walk away from Piccadilly Gardens and Piccadilly Train Station.

LIFE IN MANCHESTER

SOCIAL PROGRAMME

We aim to make our students feel as comfortable as possible in their new city. Our student services team will work tirelessly to ensure you have everything you need whilst you are studying with us in the UK. We have a number of student services available including an engaging social programme to help students make new friends, enjoy themselves and practise their English outside of the classroom.

SAMPLE SOCIAL PROGRAMME

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
01 Coffee Morning With Danny 12.45pm 	02 Conversation Club With a teacher 4pm 	03 Table Tennis 12.45pm Walk N' Talk 4pm £2 	04 Living English 1.45—2.45pm Ladies lunch 3pm £6 	05 Football 3pm £5 	06 Chester £28	07 North Yorkshire £35
08 Coffee Morning With Josh 12.45pm 	09 Conversation Club With a teacher 4pm 	10 Table Tennis 12.45pm Football 6pm £5 	11 IELTS Mock test 1.45—4.45pm Go Karting 6pm £25 	12 <i>Josh suggests</i> Play mini golf at 'Junk Yard Golf' 	13 North Wales £35	14 Oxford £42
15 Coffee Morning With Rachel 12.45pm 	16 Conversation Club With a teacher 4pm 	17 Table Tennis 12.45pm	18 Whitworth Art Gallery 1.45pm 	19 Wear Pink Day Bake Sale! 	20 Lake District £35	21 Paintball £32
22 Coffee Morning With Alex 12.45pm 	23 Conversation Club With a teacher 4pm 	24 Table Tennis 12.45pm Football 6pm £5 	25 Discussion Club 1.45—2.45pm Cinema Trip 3.00pm £5 	26 Monthly Quiz 12.00pm 	27 York £32	28 Peak District With Josh £30 

Each week there are a variety of free activities, activities you pay extra for and weekend excursions that you can book at reception. When there is a cost, it will be written on the social programme. You can see the latest social programme in reception or around the Academy.

IF YOU ARE UNDER 18?

Some activities will not be suitable for students who are under 18. When this is the case the social programme will say **18+ only** on the activity.

You can find more info on our **INSTAGRAM** page or on the website: <https://www.ukecademy.com/social-activities/>

TRAVEL

There are various ways to travel around Manchester. The easiest and cheapest way is normally by bus or by tram on the Metrolink. With both the bus and the tram it is possible to purchase either daily, weekly, monthly or annual tickets. Your homestay host will show you the fastest way to get the Academy on your first day. Please always check the times of the bus and the tram as they are usually different during the week to the weekend.

More information can be found on www.tfgm.com

If you want to visit other cities whilst you are in Manchester then it is very easy to travel either by ***train or by coach***.

Train: www.trainline.com or www.nationalrail.com

Coach: www.nationalexpress.com or www.megabus.com

Taxis are also commonly used in Manchester. You can stop a black taxi on the street – if its light is on it means they are available and you can wave to stop them. Other taxis need to be booked beforehand. All genuine taxis should have an extra number plate on their car with details of their taxi registration. Below are the names of some taxi companies in Manchester:

- Street cars – 0161 228 7878
- Manchester Cars – 0161 228 3355

Please speak to a member of our staff for help or advice with transport in Manchester.

MONEY

If you are studying for more than 6 months and wish to open a bank account then speak to a member of our team. You can open an online account before you arrive in the UK with Aspire (<http://www.unizest.co.uk/en-gb/>) or you can speak to a member of our staff when you arrive and they will give you a bank letter to support your application with the bank .

It is best not to carry large amounts of cash in your wallet or bags so we advise you keep your money in a bank or locked somewhere safe.

WORKING, CV CLINIC & VOLUNTEERING

If you want to work whilst you are in Manchester then you must first ensure you have the right to work in the UK. After the UK leaves the European Union, there will be no change to the rights and status of EU citizens living in the UK until 2021.

This information will normally be on your visa or you can visit their website to confirm: <https://www.gov.uk/legal-right-work-uk>

You can book an appointment with our Principal if you wish to have your CV checked to ensure it is suitable for the UK job market. Please speak to the principal or ask at reception if you wish to do this.

If you wish to volunteer you should also check with our staff what volunteering schemes are available to you depending on your visa. Students have previously volunteered in shops, charities and with animals.

POLICE REGISTRATION

Some students will need to register with the police on arrival to the UK. This information will be stamped in your passport. You will need to arrange an appointment. Please speak to the reception team on your first day if you are unsure whether or not you have to register and for details of how to register.

HEALTH & TRAVEL INSURANCE

We strongly advise that all our students organise insurance before their travels. UKEC Academy will take no responsibility for costs which relate to accidents or health during your stay in the UK. Speak to a member of our admissions team during your application or a member of our reception staff once you have enrolled to receive more advice.

LOOKING AFTER YOUR HEALTH

If you are studying on a course for 6 months or more, you will be asked to pay £150 when you apply for your visa. This money will allow you to use the NHS (National Health Service) in the same way as UK citizens. You will not have to pay anything extra to see a doctor or be treated in a hospital.



If you are on a course for less than 6 months, you can see a family doctor (GP) for free if you have an illness that has to be treated before you go home. Emergency hospital treatment is also free but you will have to pay for non-emergency treatment. If you are on a course for less than 6 months, you should arrange your own medical insurance.

Both UK citizens and visitors have to pay for eye tests, spectacles, contact lenses, dental care and medicines.

You can find out more information about the NHS and whether you can get free healthcare in the UK here:

www.nhs.uk/NHSEngland/AboutNHSservices/uk-visitors/Pages/access-services-in-England.aspx.

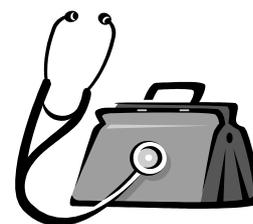
Registering with a Doctor (GP)

We can help you find a GP (General Practitioner) close to where you live.

The following website can also help you find a GP: www.nhs.uk/Service-Search

To register with a doctor, you will need:

- A letter from UKEC Academy to say that you are a student
- Your passport.



If the doctor accepts you as a patient, you can receive free treatment.

If your doctor gives you a prescription for some medicines, you will have to pay for these at a pharmacy.

Chemist/Pharmacy

If a doctor decides you need some medicine, he will give you a prescription (a piece of paper with your details and details of the medicine). You can exchange the prescription for the medicine at a chemist or pharmacy. You will have to pay for the items. The chemist can also give advice on any condition you may have.

You can normally find chemists and pharmacies in town centres, train stations and even in some supermarkets. These websites will help you to find the nearest one to you:

www.boots.com

www.lloydspharmacy.com

www.kschemist.co.uk

PLACES OF WORKSHIP

Anglican

St Ann's Church, St Ann Street, M2 7LF

Tel: 0161 792 1123

Website: www.stannsmanchester.com

Buddhism

Manchester Buddhist Centre, 16-20 Turner Street, M4 1DZ

Tel: 0161 834 9232

Email: info@manchesterbuddhistcentre.com

Catholic

St Mary's (The Hidden Gem), Mulberry Street, M2 6LN.

Tel: 0161 834 3547

Website: www.hiddengem.catholicfaith.co.uk

Hinduism

Gita Bhavan Hindu Temple, 231 Withington Road, M16 8LU

Tel: 0161 861 7042

Website: www.gitabhavan.co.uk

Islam

Muslim Youth Foundation, Clydesdale House, 27 Turner Street, M4 1DY

Tel: 0161 832 5352

Website: www.myf.org.uk

Judaism

Manchester Reform Synagogue, Jackson's Row, M2 5NH

Tel: 0161 834 0415

Website: www.jacksonsrow.org

Methodist

Methodist Church, Central Hall, Oldham Street, M1 1JT

Tel: 0161 236 5194

Website: www.methodistcentralbuildings.org.uk

Mormonism

Temple Way, Hartwood Green, Chorley, Lancashire, PR6 7EQ,

Tel: 01257 226 100

Website: www.ldschurchtemples.com/preston

Orthodox

St. Aidan's Orthodox Church, Clare Rd, M19 2GG

Tel: 0161 476 4847

Website: www.aidanorthodox.co.uk

Sikhism

Central Gurdwara, 32 Derby Street, M8 8RY

Tel: 0161 832 2241

Website: www.centralgurdwara.org

FREE TIME IN MANCHESTER

Manchester is one of the biggest cities in the UK and there is a lot for you to do in your free time whilst you are studying at UKEC Academy. Below are a few of the places we would recommend you visit. Please speak with our team if you would like any additional recommendations.

- Old Trafford Stadium
- John Ryland Library
- Manchester Museum
- Museum of Science & Industry
- Etihad Stadium
- Manchester Art Gallery
- National Football Museum
- Castlefield
- Northern Quarter

- Palace Theatre
- Great Northern
- Printworks
- Spinningfields

For information about gym, library and other memberships please speak to our reception team.

STUDENT CARDS

You can purchase an International Student Identity Card (ISIC) to get discounts and benefits on travel, accommodation, in shops and many other places. To purchase a card, you will need:



- Enrolment letter from UKEC Academy
- Passport photo
- £12

You can purchase your card from: STA Travel, 14A Oxford Road, Manchester, M1 5QA

NATIONAL HELPLINE NUMBERS

If, at any time, you require additional help with any problems you may be having, then please visit this website to find the appropriate helpline to contact:

<https://helplines.org/helplines/>

**WE HOPE THAT YOU HAVE A FANTASTIC EXPERIENCE AT UKEC ACADEMY
– PLEASE SPEAK TO ANY MEMBER OF OUR TEAM IF YOU HAVE ANY
QUESTIONS!**

NOTES:

YOUR BRIDGE TO SUCCESS



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