

LSI Portsmouth Admissions

We can only accept students over 18 years of age

1. Choose the course you want and complete a registration form
2. Email the form to us at admissions@lsi-portsmouth.co.uk or apply online – <https://www.lsi-portsmouth.co.uk/enrol/>

For Cambridge exam courses (FCE, CAE and CPE) we will ask you to complete a pre-test to ensure your level is suitable for the course

3. Please remember to send us a £300.00 deposit at the same time (unless you are applying for a Pre-Sessional Course with us in which case you will need to pay a £2000 deposit to the University of Portsmouth)
4. Please see [here](#) for payment options to pay your deposit
5. After we receive your application and deposit, we will send you a First Booking Confirmation and an invoice for your fees. You will need to pay the course fees in full prior to arrival in the UK
6. If you need a visa letter or CAS number from us, you must pay all of your tuition fees in advance or show proof that you are a Government sponsored student. We will send you a CAS number only after we have received your payment and we are satisfied that you both intend and are able to complete the course of study booked and your Tier 4 application meets UKVI requirements (please refer to the visa section of our [terms and conditions](#))
7. If you are a visa national, you will need to scan your visa to us as soon as you have obtained it. We will check to make sure all the details on your visa are correct. If there are any errors on your visa, they can be amended **free of charge** by contacting the British Embassy in your country
8. If you have booked a taxi and/or a host family with us, you will need to send your flight details before we are able to send you the contact details of your host family or taxi firm.

** Please note that the admission process and requirements for bookings made through Educational Tour Operators and corporate sponsored students may be different**

Cancellation Terms

For General English Students:

Before Starting a Course:

- If we receive notice of cancellation before the start of the course, all tuition and accommodation fees will be refunded less the £300 deposit

- Unsuccessful visa applications; on presentation of the official visa refusal letter, we shall not charge any cancellation fees for unsuccessful visa applications and all tuition and accommodation fees will be refunded less the Registration Fee.

After Starting a Course:

- If a student, due to exceptional circumstances, needs to terminate his/her course prematurely, it is LSI Portsmouth's policy that all tuition fees are non-refundable. Accommodation fees will be refunded subject to 1 weeks' notice for homestay accommodation and 4 weeks' notice for self-catering accommodation. These fees will be refunded to the person who paid for the accommodation and not necessarily to the student
- For students from visa-required countries, these fees will only be refunded to the student after they have returned to their own country immediately after the course – accommodation fees cannot be refunded in the UK. Bank charges will be at the expense of the student

For Pre-Sessional Students

Before Starting a Course:

- Refunds for cancelled places will only be made in the event that students are refused a visa. If this should happen, a copy of the visa refusal letter should be sent to LSI Portsmouth and once received all tuition fees, less an administrative charge of £300.00, will be refunded
- Homestay fees are refundable subject to 1 full weeks' notice
- University Halls of Residence fees are non-refundable in any case

After Starting a Course:

- If a student, due to exceptional circumstances, needs to terminate his/her course prematurely, it is LSI Portsmouth's policy that all tuition fees are **non-refundable**.
- Homestay fees are refundable subject to 1 full weeks' notice
- University Halls of Residence fees are non-refundable in any case

For full terms and conditions, please see <https://www.lsi-portsmouth.co.uk/terms-conditions/>

INSURANCE: We strongly advise students to take out travel and medical insurance before leaving home. This should cover loss or damage to personal possessions and loss of tuition fees if you have to finish your course early for any reason.