

# INTERNATIONAL STUDENTS FACT SHEET

*Takeoff Aviation Academy*

## STUDENT WELCOME PACK

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We aim to deliver our promise of low-priced courses at a very high standard.



### IMPORTANT

Takeoff Aviation Academy wants international students to have a rewarding and enjoyable experience when they come to UK to study. This fact sheet contains important information for Short Term Student visa holders about living and studying

#### Contact Details

Main: 0204 552 3005/02032838742

Support: 020 3880 8750

WhatsApp: 07427616147

Website: <https://toaa.areo>

in the UK, including your consumer rights and responsibilities as an international student and key things you should know before and during your study.

## **International Students Fact Sheet**

We at Takeoff Aviation Academy welcome our international students and hope that you prosper during your studies here in the United Kingdom. As a company we offer high quality aviation training services and offer guidance to international students to ensure that you can make the most out of your time in the UK.

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## Section 1.

### UK Laws Protect International Students

As a student on a student visa, you benefit from UK laws that ensure high standards of education, facilities, and support services while you are in the UK. You also have rights to information about your course and the institution you wish to study with before and during your enrolment. Our Accreditation with BAC (British Accreditation Council) means that we have met high standards of Short Course Provider status which enables us to sponsor you for short term study Visa for the UK subject you meet the relevant criteria in full.

You can find out more about the home office visa rules <https://www.gov.uk/study-visit-visa/overview> before you begin your studies.



## Section 2.

### Choosing a course to study

As an international student on a short-term study visa, you can only study a course with an education institution accredited by at least one of the 12 Accreditation bodies recognised by the Home Office. We are accredited by British Accreditation Council: <http://www.the-bac.org/accredited-providers/directory/>

Non-Visa country nationals can get the visa at the entry point in the UK. Check if you need a visa before travelling: <https://www.gov.uk/check-uk-visa>



The image shows a close-up of a hand holding a red pen, filling out a UK Visa Application form. The form is titled 'VISA APPLICATION' and includes sections for 'Part 1: Personal Details' and 'Part 2: Details of your visit to the UK'. The hand is writing in the 'Given Name (First Name)' field. The form also includes fields for 'Surname (Family Name)', 'Maiden Name', 'Nationality', 'Birth Place', 'Marital status (Please circle one)', 'Profession (Please specify position presently held)', 'Employer / Institution', 'Present Address', and 'Passport Number'. There is a box for '2 Photographs To be submitted with 1 application form'. The form also mentions 'Visa Application time 9.00-12.00 hrs Monday - Friday' and 'Visa Collection time 11.00-12.00 hrs Monday - Friday'. The form is for a 'Tourist Visa' and mentions 'Non-Immigration Visa £ 50 for SIN'. The form is for a 'Tourist Visa' and mentions 'Non-Immigration Visa £ 50 for SIN'. The form is for a 'Tourist Visa' and mentions 'Non-Immigration Visa £ 50 for SIN'.

## Section 3.

### Acceptance letters

All courses are subject to a selection process based on course prerequisites. When accepted for a course, an acceptance letter will be issued with the course details.

Please check for accuracy and if any changes are needed, they must be notified as soon as possible and no later than the start of the course.



## Section 4.

### Your rights before you enrol

Even before you enrol with us, under UK law you have the right to:

- receive current and accurate information about the courses, entry requirements, all fees and modes of study from our academy or delegated agent.
- access complaints and appeals processes
- Ask for our accreditation details and any reasonable additional information on your chosen course.





## Section 5.

### **Paying your tuition fees**

You are expected to pay all the fees before the start of the course although you can pay in instalments.

For those sponsored by Government Departments and Civil Aviation Authorities, because of the financial approval processes, fees can be paid at the start of the course, at the latest.

**What happens if you can't start the course because your visa is refused?**

If you have paid fees to an education institution and your visa is refused, you are entitled to a refund. The refund policy is included on your Application form as part of the agreement with you.



## Section 6.

### During your studies

Takeoff Aviation Academy offers you support services to help you adjust to study and life in the UK, achieve your learning goals and maintain satisfactory progress in your learning. This support is available because we recognise that UK may be a new environment for students, with different laws, culture and customs. We will give you advise and support in the following areas:

- support and welfare services available at the Academy
- legal services relevant to your studies or stay in the UK



- emergency and health services
- facilities and resources
- complaints and appeals processes
- any student visa condition that relates to the course you are studying.



## Section 7.

### Accommodation

The academy will do its utmost to make sure that you are safe and comfortable. We can assist you finding the best accommodation for you at a reasonable budget price. We have negotiated with some lodges within walking and or bus journey to the academy. The prices range from £35 to £50 per night depending on whether its shared or single occupancy. The accommodation is typically 3-4 stars and is inclusive of a Full English Breakfast.

We also have a range of Host Families who have years of experience welcoming students and providing them with a first-class stay. They have hosted plenty of international students of different backgrounds, cultures and religion. The typical rate for this option is £150-£200 per-week inclusive of Breakfast and Dinners.

You are however free to choose any other type of accommodation or make your own arrangements. However, remember the Home Office as part of your visa application and for the entry clearance at the airport will need information about your accommodation for the duration of your stay and period of study in the UK.



## Section 8.

### Lunches

For a limited period, the Academy will provide you with a complimentary finger food lunches and refreshments. We however need to know in advance if you have any special request in your dietary needs so that we can make alternative arrangements however in any case we can't guarantee a hot lunch.



## Section 9.

### Transport

Upon arrival, airport transfers can be arranged at a cost and are priced between £30 to £120 for a single trip depending on whether you are using public transport, private metered taxis or unmetered taxis. We can help you with arrangements for the airport transfers.



There are buses and train that run close to the academy at regular intervals. Information on the bus timetable can be made available to you through the Office Manager. Weekly bus passes can be purchased for under £20 per week, and can be [purchased through various apps online](#).

If you prefer to drive, vehicle hires are available, but do remember that in the UK, we drive on the left-hand side.



## Section 10.

### Social Activities

We want to make sure your time in the UK is an enriching experience, therefore, the academy will host an end of course dinner. This is normally an evening function. Attendees might have to pay for extras on alcoholic drinks.

West Sussex is well-known for its abundance in beaches stretching from Brighton all the way to Portsmouth. With plenty of places of interest you can spend your time exploring, shopping and socialising in the area.

Additionally, Brighton is also well known for its lively nightlife, and there is public and private transport throughout the night for those who choose to venture there.



## Section 11.

### **Your responsibilities as an international student in the UK**

#### a) Your student visas

As an international student on a student visa, you must:

- comply with your student visa conditions
- ensure you have and continue to maintain a medical insurance

- tell us if you change your address or other contact details
- meet the terms of your written agreement with us
- maintain satisfactory course progress and attendance.

#### b) Academic integrity and misconduct

Takeoff Aviation Academy take issues of academic integrity very seriously. We have many ways of detecting cheating or plagiarism in exams and assessments.

Using ghost writing services, asking someone to take an exam in your place, or any other kind of academic misconduct will result in serious action being taken against you. Your enrolment or student visa could be affected or cancelled altogether.

If you are struggling with your studies, it's best to ask us for support as we have services which we can readily offer to you.

#### c) Attendance

Your visa conditions expect you to attend all classes and be at the academy during study hours. If for some reason, you are unable to attend lessons please refer to the numbers at the end of this sheet to notify the academy. Non-attendance can affect your visa, present stay and future applications for the UK visa. It might also result in you not reaching the required hours to attain a certificate for the course.

## Section 12.

### Your rights and protections

#### a) Working in in the UK

A Short-Term Study visa **DOES NOT** allow you to work or carry out any business activities. Any infringement of this rule can lead to some serious consequences with



the Home Office including but not limited to curtailment of your visa, deportation and a lengthy ban for any future visa applications to the UK.

b) Changing courses

In very limited circumstances we can allow you to switch courses before the commencement of the course and or during the first 24 hours of the start of your course. If there are additional fees to be paid this must be done within 48 hours of the switching.

c) Making complaints and getting help

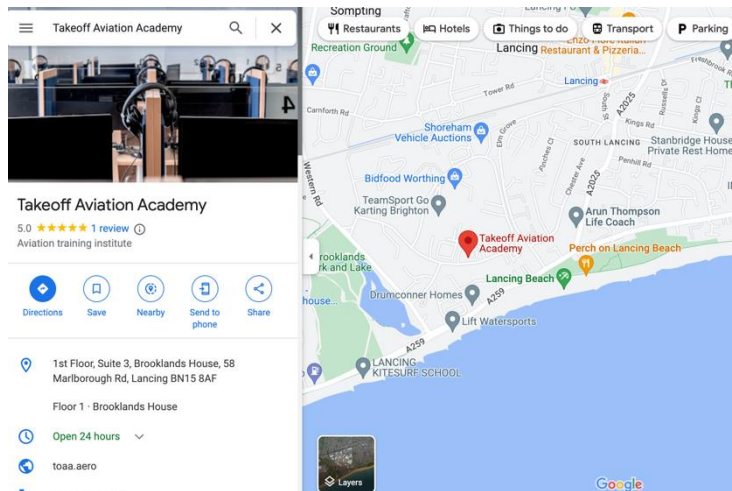
Please familiarise yourself with our complaint procedures and always remember that your course manger and or the Office manager are your first point of contact.



## Section 13.

### Important College Information

### a) Physical Address



G17 Brooklands House,  
56 Marlborough Road  
Lancing Business Centre  
West Sussex  
BN15 8AF

### b) Contacts

Main: 0204 552 3005/02032838742

Support: 0203 880 8750

WhatsApp: 07427 616147

Website: <https://toaa.aero>

Email: [info@toaa.aero](mailto:info@toaa.aero)

### c) Emergency Services

Local Police: Worthing Police

Address: 21 Chatsworth Rd, Worthing, BN11 1LY

Phone: 01273 470101

National: 999 or 112

Local Hospital: Worthing Hospital

Address: Lyndhurst Rd, Worthing BN11 2DH

Phone: 01903 205111

Medical emergency: 999 or 112

**We hope this information pack provides you with the relevant guidance and support during your studies!**



UK Government Register of Learning Providers

Takeoff Aviation Academy UKPRN: 10088536

UK CAA registered Drone Operator Drone Operator ID: GBR-OP-T5L864QL9LMR