**Suzanne Sparrow Plymouth Language School**

72-74 North Road East, Plymouth PL4 6AL

**Tel:** 0044 1752 222700

**Email:** study@sparrow.co.uk

**Web:** www.sparrow.co.uk

**ADMISSIONS POLICY**

**Procedures**

* Bookings can be made by through our website, by email, in person or by telephone
* Bookings are accepted through agents and from students contacting the school directly
* A deposit of £100 is required to confirm enrolment for individuals
* A deposit of £50 per student is required to secure the places on a group booking
* Full payment of fees is required 4 weeks prior to the commencement of the course.
* Courses are subject to availability. If unavailable an alternative date will be offered.
* The Enrolment form should be completed with care taken to read the conditions of enrolment on the reverse.
* Please refer to the Payment of Fees Policy for information on students requiring visas.

**Entry Requirements**

* Students taking the Cambridge First Certificate Examination should be of intermediate level
* Students taking the Cambridge Advanced Examination should be of advanced level
* Students taking the Cambridge Proficiency Examination should be of higher advanced level
* Students taking the English Plus courses should be of intermediate plus level
* A placement test to assess the level of the student is available to take prior to the commencement of the course
* Minimum ages are as follows:
  + Summer Activity Course: 12 years old
  + Group Bookings: 12 years old
  + Teachers’ Refresher Course: 21 years old
  + General and Cambridge Courses: 17 years old

Reviewed Aug 2016