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www.chelmsford-college.ac.uk

Principal and Chief Executive:
D LaW BA Hons, MBA, Cert Ed

Dear Applicant

APPLICATION FOR A FULL-TIME ENGLISH LANGUAGE COURSE

Thank you very much for your enquiry about the Full-time English Course at Chelmsford College. I have pleasure in enclosing the following documents:

- Information sheet about the course
- Guidance Notes
- English Assessment Test
- Financial Statement of Guarantee
- Accommodation Request Form
- College Prospectus which includes Full-time Application Form

If you decide to apply for the course please read the guidance notes carefully as these will help you to complete the application form. Once you have provided all the information we have asked for and completed the language tests, we can process your application.

If we are able to offer you a place, you will receive a letter of acceptance which you must return to the college with the required deposit (if applicable). Once this has been received you will receive an official letter to confirm your place on the course. If you do not come from an EEA country, you may need this letter for entry clearance to the UK.

I hope that all of the above details are clear. If you need any further help or advice please do not hesitate to contact:

The EFL Course Administrator – Jill Twiss

Telephone: 00 44 1245 293047

Email: efl@chelmsford-college.ac.uk

I look forward to hearing from you.

Yours sincerely



Willis Field
Director of Client Services

Encs



English Language Classes

P.E.T/F.C.E. Courses

Full-time - 16 hours per week

Monday-Thursday

These classes are for students over 16 years of age

- whose first language is not English
- who wish to study English at an intermediate to upper intermediate level and prepare for the Cambridge ESOL PET or FCE examination
- who satisfy UK immigration requirements (visa/passport/residency documents required)
- who wish to study in a British College for Further Education

The course offers:

- a placement test
- 13-14 hours of General English
- 2-3 hours of Business English/Cultural Studies/IELTS preparation
- weekly tutorials
- the opportunity to take an internationally recognised examination (Preliminary English Test or First Certificate in English, Cambridge ESOL)
- a social programme (some activities may require a small contribution of about £3-£5)
- free use of sports facilities, learning centres, internet
- multi-lingual classes (maximum class size 16)
- course books and exam fee included in the costs

Course 1

Duration: 12 weeks x 16 hours

Dates: 7th Sept - 4th Dec '09

Half-term holiday: 26th-30th Oct

Fees: £1375 includes tuition fees, course books and examination fees.

Course 2

Duration: 12 weeks x 16 hours

Dates: 22nd Feb - 11th June '10

Holiday: 2nd-19th April '10/Half-term: 31st May-4th June '10

Fees: £1375 includes tuition fees, course books and examination fees

To secure a place on the course, students are required to pay a deposit of £600. **The deposit is non-refundable unless you produce the copy of the Home Office Refusal Letter.**

If you require further information, please contact:

Jill Twiss - EFL/ESOL Course Administrator
Chelmsford College
Moulsham Street
Chelmsford CM2 0JQ

Telephone: 01245 293047 Fax: 01245 262661

Email: efl@chelmsford-college.ac.uk

GUIDANCE NOTES FOR EFL APPLICANTS

In order for us to process your application as quickly as possible, it is important that you do the following:

You should:

- complete the enclosed application form;
- complete the English Assessment Tests;
- return all the completed forms to:

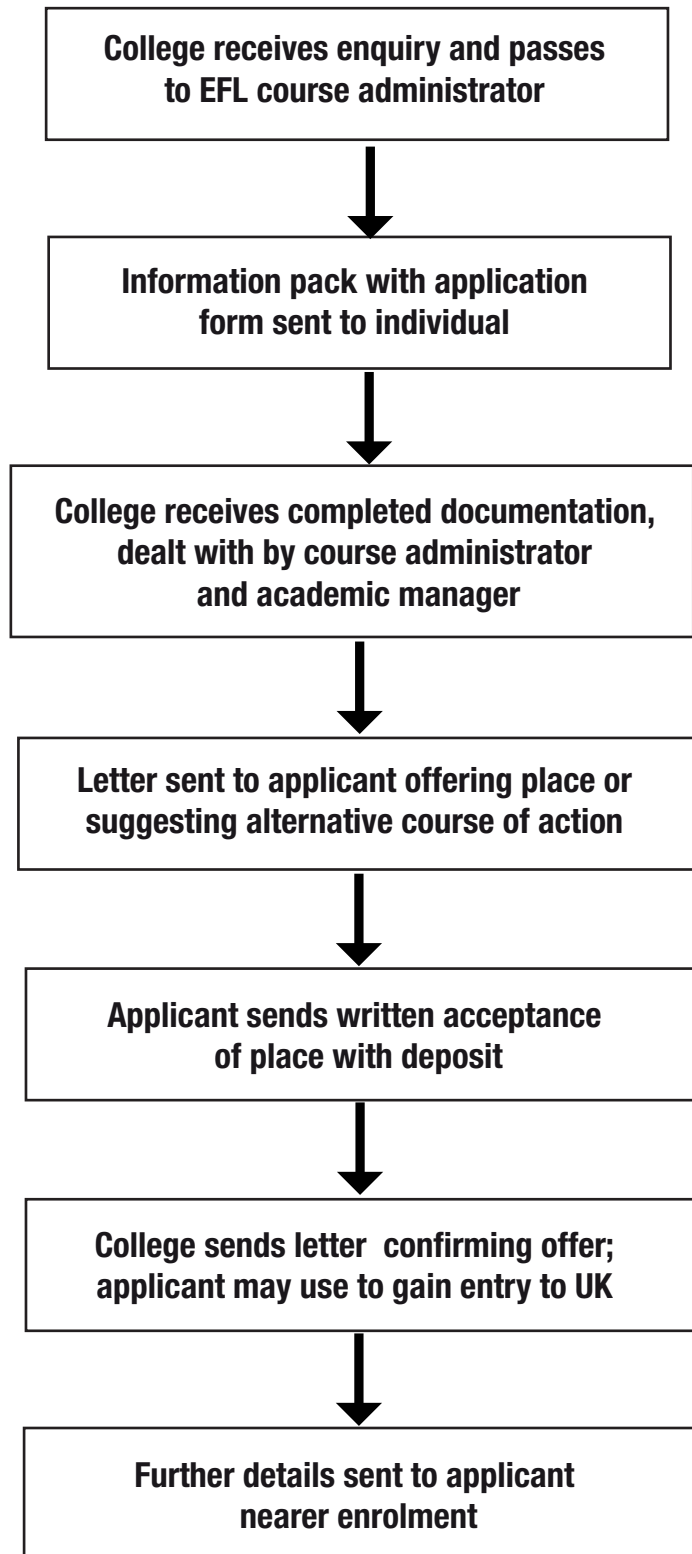
**EFL Course Administrator
Chelmsford College
Moulsham Street
Chelmsford
Essex CM2 0JQ**

When we have processed your application form and test, you will receive a letter informing you whether we can or cannot offer you a place on the course. If you are offered and accept a place, you must confirm the acceptance in writing and send a deposit of £600 by cheque or bankers draft (in £'s sterling) payable to Chelmsford College.

On receipt of this deposit, we will send you a confirmation letter stating that you have a definite offer of a place on the course. This letter can be used to support your application for an entry visa to the UK. **The deposit is non-refundable unless you produce the copy of the Home Office Refusal Letter.**

BANK DETAILS	
Account Name	Chelmsford College
Account Number	13902083
Bank Name	National Westminster Bank
Bank Address	6 High Street Chelmsford Essex CM1 1BL
Branch Sort Code	60-05-13

Admissions Process





FINANCIAL STATEMENT OF GUARANTEE

I _____ (delete as appropriate)
the applicant*/the parent*/guardian*/employer*/sponsoring person*
certify that _____ (applicants name)
have/has sufficient funds to cover both the course fees and living
expenses for the purpose of pursuing the following full-time
course:

in England commencing in _____ 2009/10

Signed _____ Date _____
(applicant/parent/guardian/employer/sponsoring person)

NB: It would be particularly helpful if the sponsor has the statement endorsed by the sponsor's own commercial bank with the bank's official stamp.

To secure a place on the course, students are required to pay a deposit. This can be refunded only if written proof of visa refusal by the immigration authorities is received.



ACCOMMODATION REQUEST FORM

Help us to find suitable accommodation for you by completing this form. We will try as far as possible to find accommodation which matches the information you provide. We cannot guarantee, however, that we will be able to find accommodation which matches your first choice.

Please be aware that because of demand, we may NOT be able to obtain accommodation for all requests.

Name _____	Date _____
Address _____	
_____	Post/Zip Code _____
Country _____	
Telephone/Fax _____	Email _____

Male/Female _____	Religion _____
Date of birth _____	Nationality _____
Mother tongue (language) _____	

COURSE INFORMATION	
Course applied for _____	
Start date _____	End date _____

Will you be arranging your own accommodation YES NO

If NO, please answer the following questions, turn over sheet.

If your answer is **NO**:

From which date do you require accommodation _____

Please indicate your preferences (i.e. 1st choice, 2nd choice) on the following list:

local host with bed and breakfast (B&B) Price £85 per week
local host with bed and breakfast with evening meal Price £98 per week

Do you have any special dietary needs? (please specify)

Do you have any medical or health conditions, e.g. allergies, disabilities, special needs, which we should take into consideration when trying to find suitable accommodation for you?

As far as possible we will take the following information into consideration when we find accommodation for you. Please understand that it may not be possible to meet all your requirements.

If you would like to live with a local host (please indicate in the boxes)

would you prefer a household with children? Yes No

would you prefer a household with pets? Yes No

would you prefer a household that is non-smoking? Yes No

Signed _____ Date _____

Please return form to:

Jill Twiss - EFL/ESOL Course Administrator
Chelmsford College
Moulsham Street
Chelmsford CM2 0JQ

Telephone: 01245 293047 Fax: 01245 262661
Email: efl@chelmsford-college.ac.uk



ENGLISH ASSESSMENT

Chelmsford College is anxious for our students to achieve success in their chosen course. We feel that completion of this English Assessment will assist in your success and achievement and make your time with us enjoyable and worthwhile.

Name _____ Date _____

Course applied for _____

Please complete the attached 'Quick Placement Test' and the 'Writing Task' papers.

DECLARATION

I declare that I have completed the attached paper in my own hand, unaided and without recourse to any educational support, books or persons, in the allocated times.

Signed _____ Date _____

English Language Assessment

So that we can assess your proficiency in English please complete the following TWO writing tasks and return them with your completed 'quick placement test' (enclosed in this pack). This should be your own unaided writing.

WRITING TASK 1

You should spend about 20 minutes on this task and write around 75-100 words.

Write a letter to a friend thanking him/her for a present he/she sent you.

You should:

- Write a suitable beginning and ending
- Say why you are writing
- Say how you felt about the present and what you liked about it
- Say what you have done with the present
- Suggest a time to meet your friend

WRITING TASK 2

Choose ONE of the following tasks (A or B) to write.

You should spend about 40 minutes on this task and write around 150-200 words.

Select **ONE** of the following options and write an essay arguing either FOR or AGAINST the statement.

A. Happiness is simply a question of how much money you have

OR

B. It is not success but trying to achieve it that is important.

QUICKCHECK TEST

Example This _____ a book

■ is	am
are	here



In each question, only one of the four answers is correct. Choose the correct answer and fill in the square next to it. Fill in only one square for each question. The example shows you what to do.

- Tony is looking at _____
she he
her here
- What's that girl?
It's a student She's student
She's a student She's a student girl
- Whose flowers are they? They're _____
to Mary of Mary
Maries Mary's
- Sally's sister pretty and they are, too Sally's pretty and they're too
Sally's pretty and they are, too Sally's pretty but they are
- That girl is some of my friends That girl is one of my friends
That girl is me friend This girl's are friends
- Where _____ on Saturdays?
do go John John goes
does John go John does go
- Go there to they Go there to them
Go here to we Go here to us
- Do you like that shop? Yes I _____ every week.
Come there Come here
Go there Go here
- I feel very well because I went to bed very early _____ .
last night tonight
this night in the night
- My brother was _____ all week.
at the home at home
in the home in home
- James _____ to play football tomorrow.
is going can
shall will
- Jack is writing _____ .
with pen on paper
by a pen out of a pen
- This is an old photograph of me when I _____ .
have short hairs had short hairs
have short hair had short hair

- When we got to school, we _____ the bell.
heard were hearing
listened were listening
- Did you see the man on top of the church last Saturday? No, why _____ .
was he here? has he been here?
was he there? has he been there?
- This is _____ that.
the same as the same that
different that the different from
- When _____ , give her this book.
Alison will arrive is Alison arriving
Alison arrive Alison arrives
- What shoes are they made? What shoes are made of?
What are shoes made of? What are made of shoes?
- _____ lovely food!
What Which a
Which What a
- I'm going to give _____ .
to him a record him a record
a record to him some record to him
- How's the baby?
He's Alison's She's very well
That's the baby She's a girl
- His daughter is _____ .
as old as yours as old as your one
so old as yours so old as your one
- Was the French women old? Was the French woman an old?
Were the French women some old? Were the French women old?
- He had previously had a car but it _____ several times during the spring.
was breaking down was breaking up
had broken down had broken up
- We _____ my cousin since last Christmas.
aren't seeing haven't seen
didn't see don't see



Name and date _____

QUICKCHECK TEST

Example This _____ a book

■ is	am
are	here



In each question, only one of the four answers is correct. Choose the correct answer and fill in the square next to it. Fill in only one square for each question. The example shows you what to do.

1. I wish I _____ suggest something more suitable, but this is all we have.

should	can
could	would

2. _____ for her birthday.

£50 they were given to her	She was been given £50
She was given £50	There were given to her £50

3. I _____ since breakfast and I'm very tired.

travel	am travelling
was travelling	have been travelling

4. His telegram said I _____ on the 7th.

will be arrive	will be arrived
am arriving	would arrive

5. I don't think we've met before. You're confusing me with _____.

one other	someone else
other person	some other

6. _____ open the door for you?

Do you want that I	Will I
Shall I	Would you like that I

7. He _____ in his homework.

did a lot of faults	made a lot of mistakes
did a lot of mistakes	made a lot of faults

8. Will you be able to come to the meeting? _____

I'm not afraid so	I'm sorry not
I'm afraid not	I'm sorry that no

9. he was a good runner so he _____ escape from the police.

was able to	succeeded to
could	might

10. _____ a good thing they didn't catch you.

That's	It's
What's	There's

11. That's the course of studies _____.

I'm interested in	what I'm interested in
I'm interested on	what I'm interested in

12. I would like _____ it again.

that you read	you to read
you reading	you read

13. He came to the party, _____ he hadn't been invited.

in case	even
in spite of	although

14. He didn't take the flat because he couldn't afford the _____.

rent	hire
salary	fare

15. He stayed under water for two minutes and then swam to the _____.

sea	level
surface	ground

16. She was sitting _____ on the park bench.

by herself	for herself
only herself	in her own

17. We were in the station for at least half an hour, waiting _____ start.

for the train	the train to
the train's	for the train to

18. How long does the train take to _____ to London?

make	reach
get	arrive

19. Everyone in the factory has to be _____ by 8 o'clock.

at work	in job
in work	at job

20. We talked about a lot of things _____ the way to the office.

through	on
by	in

21. I _____ you before now but I've been too busy.

must have rung	should have rung
had to ring	ought to ring

22. My boss never gives me clear instructions. But you _____ the same problems with yours, too.

must have	ought to have
have to have	can have

23. Dinner will be ready _____ but we have time for a drink before then.

currently	lately
suddenly	presently

24. We have _____ for a new secretary but we haven't had any replies yet.

announced	advised
advertised	noticed

25. 100 competitors had _____ the race.

taken part	entered for
put themselves for	put their names for



Name and date _____

