

## Essential Information

*How and when do I apply?*

We have a dedicated application period where applications are made online via our [website](#).

*How will I know if my application has been approved?*

Once your application has been processed, you'll receive email confirmation. If your application is approved, you'll automatically be allocated to one of our classes if you're studying an Express module and our online module if you've chosen a Portfolio module.

*Classes are about to start and I haven't heard about my application?*

If you haven't received a response to your application then it's likely that the module you have applied for is fully subscribed and you have been placed on our waiting list. We monitor attendance carefully at the start of teaching to maximise the use of available places and, if a place becomes available for you, we'll be in touch.

*What does it mean if my application is rejected?*

If your application is rejected it either means that the course you are studying does not qualify you for a Languages for All module, or the module you've applied for is already fully subscribed and we have been unable to offer you a place on the programme.

*What happens if the programme is fully subscribed and I don't get a place this year?*

Unfortunately we are not always able to place all applicants on their choice of module. In these situations you can either choose to study an alternative language (subject to availability), or you'll be able to apply for a priority application in the next academic year.

*What languages can I learn?*

Our provision depends on the campus you attend; Colchester, Southend or Loughton, check out the campus specific details on our [website](#).

*What levels are available?*

We want to get as many of you learning languages as possible, so our offer is concentrated on beginner 1 and beginner 2 levels. Check out what's offered at the campus you are attending on our [website](#).

*What learning choices do I have?*

We offer evening classes or online modules through Language Express or Language Portfolio.

*My language skills are higher than those offered by LfA – what other choices do I have?*

If we don't have anything to suit your level in particular language, you could always choose to learn something new!

### *Important dates*

Application period:	12 <sup>th</sup> September -10 <sup>th</sup> October 2018 inclusive.
Language Express evening classes:	Autumn Term, weeks 3-11 inclusive. Spring Term, weeks 16-25 inclusive.
Language Portfolio:	Introduction sessions take place in Week 3. Final work on the software should be completed by the end of Week 32.
Final allocation of places:	This will take place in Week 5.
Withdrawal without penalty:	31 <sup>st</sup> October annually, see our Terms and Conditions on our <a href="#">website</a> for full details.
Payment of fees:	Friday 26 <sup>th</sup> October 2018, see our Terms and Conditions on our <a href="#">website</a> for full details.
Assessment dates:	Language Express tests take place in Weeks 11, 22 and 25. Details on Language Portfolio assessments will be provided by your tutor.

### *When do evening classes start?*

Evening classes start in Week 3, check your online timetable for details.

### *When do online learning modules start?*

The introduction sessions are held in Week 3 – and at this session you'll meet your tutor who will introduce you to the software and explain how the programme will run.

### *What times and days are the evening classes held?*

Our evening classes are held on Monday, Tuesday or Thursday evenings and the majority take place from 6-8pm.

### *Can I choose my class?*

Unfortunately you are not able to choose your class, and you will automatically be assigned to the class which best fits your academic timetable when your application is approved.

### *Can I change my class?*

Because of the numbers of students involved in the programme, it is not usually possible to change classes except in very exceptional circumstances. If you would like to be considered for a class change then this will need to be requested in person at the LfA office.

### *What do I do if my class clashes with a sport, society or social event I want to attend?*

Because of the numbers of students involved in the programme, it is not usually possible to change classes except in very exceptional circumstances, so you may have to decide whether learning a language is more important!

*What assessments will I have?*

The assessment you'll undertake depends on your method of study, see the information in 'Important dates'.

*What will I receive to show my achievement?*

If you are participating in the [Big Essex Award](#) then the successfully completed modules will be shown on your Higher Education Achievement Report (HEAR) as a PASS (no grade information is shown).

If you are not participating in the [Big Essex Award](#) and/or wish to have a record of your grade to show prospective employers etc, then a certification letter will be available on request from the Languages for All office – details of how to receive these will be communicated later in the year.

*How do I withdraw?*

You can choose to withdraw from a module at any time using our [Withdrawal Form](#) which you can also find on the 'Languages for All Information for Current Students' page on Moodle.

You should be aware that there are consequences associated with withdrawal after 31<sup>st</sup> October annually, please see our Terms and Conditions on our [website](#) for full details.

*What are the consequences of withdrawing?*

Depending on when you withdraw from the programme, you may lose your opportunity to study a language with us at no additional cost (see our Terms and Conditions on our [website](#) for full details). So, make sure you're committed when you apply, and sure about withdrawing!

*Will I have to pay a fee?*

Fees only apply if you have already 'used' the Languages for All module available with your academic registration at no additional cost – see our Terms and Conditions on our [website](#) for full details.

*Can I apply for more than one module?*

It is possible to study more than one module in an academic year, but you'll only be able to apply for the first one online – to apply for the second you'll need to visit the Languages for All office in person.