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**ALPHA & OMEGA COLLEGE
CARDIFF
UK**



PROSPECTUS



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Welcome to Alpha & Omega College

Alpha & Omega College is a small and private college established with the consultation with:

The Welsh Assembly Government, The Welsh Development Agency, Cardiff County Council, Venture Wales, Business Eye and International Business Wales.

We would like to thank these organizations for their valued and appreciated contribution to our college.

Located in the heart of Cardiff, Alpha & Omega College is within easy reach of the main railway station and bus services to and from most parts of the city and the surrounding areas. **Our students can walk to the city centre and many of our students live close to the college and can walk to lessons.** Students that live outside the city centre can easily get a bus to college.

In addition we are within easy walking distance of the City's major shopping district, we are also closely linked to the residential centres of Cardiff. We are very close to Cardiff's main train stations and bus links.

Our centre is well equipped with the latest technology such as DVD players, TVs, projectors, laptops and computers with internet access, our teaching staff use this technology alongside the course books to make sure students get the best learning experience.

Most groups range in size from 3 to 12, though there is the possibility to have one-to-one classes. We are also able to provide intensive courses, home tuition or distance learning for some courses, as well as some evening and weekend courses.

All our teaching staff in the vocational courses are qualified or have experience of teaching in the field of your course. Many are qualified teachers but all of our staff will work hard to help you expand your knowledge and obtain a qualification to further your career.

Our English Language teachers are all qualified with a minimum of a CELTA or other qualification in teaching English as a Foreign Language. A number of them have also taught outside the UK, so they have a broad understanding and knowledge of issues facing students of English.

Post-Study . . . What Next?

After you finish your course with us there are other options available to you as a student. We can help you decide how you want to continue your studies, either with us or at other educational institutions.

We have contacts with a number of local colleges and universities, Our staff can help you complete application forms and make sure that you have all the correct documentation to allow you to start your studies. We will also help you contact your University's International Office.

We are currently agents for the universities below, so we can help you to contact and apply to any of these Universities.

- University of Glamorgan
- Hertfordshire University
- Buckingham University
- Bath Spa University
- University of Wales Institute of Cardiff (UWIC)
- Aberystwyth University
- Newport University

Please note that AOC is a third party in all discussions and is not responsible for any offers issued by these universities.

Reasons to choose Alpha & Omega

Alpha and Omega College is about more than just studying for your course. We want you to enjoy your time in Cardiff as well as improving your education. Many of our students socialise with each other outside of the school and relax during the day in one of our student rooms, playing pool or watching television.

Our Social program allows students to see all parts of Cardiff with trips to the beach, historical places such as castles and museums or just the attractive local parks. These trips also allow you to use your English outside of the classroom setting.

Free monthly progress reports. This highlights the strengths and weaknesses of the student and how the student can improve their English.

Free progress tests and end-of-course tests. Regular testing allows the students to see where their strengths and weaknesses are and allows the student to track their ability level (depending on course, tests might not be applicable for some courses)

Free leisure activities and trips. A teacher will accompany the group to a local cultural location. (Entrance fee to some parks may be needed)

Free personal and friendly service from one of our staff members with any welfare problems a student might have.

Free Sky/TV access. Allowing students to catch up with the latest news, sport and entertainment.

Free end of course certificate.

Free faxing.

Free printing.

Free photocopying.

Free computer use. (To help students develop their IT skills and work on course work)

Free one on one tutor meetings (please see page 13- 'Welfare')

Free internet access. Use the computers in our school free in lunch breaks and after lessons.

Free academic institution help. Thinking of applying to University? Our University team can help you with your application through one of our partnered Universities or help you to apply to somewhere else in the country.

Free social talks from teachers and outside guests. This includes cultural talks, historical talks and lessons on British social culture.

Free placement test. Making sure you are placed at the correct level for your ability.

Free course books for students who are enrolled and paid in advance for 12 or more weeks tuition.

Methods of Tuition

Our vocational courses are varied in their topics and method of learning. At Alpha and Omega College we also know that people taking courses may have a busy lifestyle and we aim to fit our courses into our students' lifestyle.

Our courses can be taken within a range of time frames. All of our courses can last as long as the student would like if available within the college's timetable.

Students can also come into Alpha and Omega College for a **fully taught course**; this involves studying in one of our fully equipped classrooms with a teacher guiding the students through the course.

Intensive courses can be finished in a couple of weeks with full time study, however the courses can also be taken over a few months time.

We offer **distance learning** which students can do in their own home in their own time. Students receive a pack from Alpha and Omega which contains all information that they need to complete their course. The student then has access to a tutor who they can contact by phone to ask any questions that they have about the course or ask any general questions. Students are marked on an assignment that they complete towards the end of the course after working through some of the chapters.

Studying in Cardiff

Located in the south east of Wales, Cardiff is surrounded by spectacular countryside and from here it is easy to travel to the rest of the United Kingdom.

London is 2½ hours away by car. **There are also excellent rail and bus links to London and its airports.** Cardiff train station has lines to many places in the U.K.

Cardiff has an international airport, 10 miles from the city. There are good transport services between the airport and the school.

As one of Europe's youngest capital cities Cardiff is a lively and very friendly city. **It has a lot of history, with many castles and museums, but it also has great facilities.** In the middle of the city is the Millennium Stadium, which was built to host the 1999 Rugby World Cup, a modern city-centre shopping area and modern offices for a number of local and international businesses.

South of the City centre, and built on the old Docks, is Cardiff Bay, which is home to the National Assembly of Wales (Welsh Government), Techniquest (an interactive science and discovery centre), the Millennium Arts Centre and a number of other attractions such as restaurants and shops. It has also been the background for a number of well-known TV programmes, such as the BBC's Doctor Who and Torchwood series.

Students on a visit to Cardiff Castle



Accreditations

The British Council



Our English as a Foreign Language Courses are accredited by the British Council (www.britishcouncil.org)

ASIC



Our vocational and English as a Foreign Language Courses are accredited by ASIC (www.asic.org.uk)

ASET/EDI



Our Vocational courses are accredited by ASET/EDI (www.ediplc.com).

IAM



Our Administrative Management Courses are accredited by IAM (www.instam.org)

Sage Accountants Club



Our accounts and payroll are accredited by the Sage Accountants Club (www.sage.co.uk)

Affiliations

Study House



We also have associate partners such as Study House for our Vocational Courses (www.studyhouse.)

MM & Co



For finance, Interpreting, Translation and other services.

Representative/agents for the following Universities

At Alpha and Omega we help our students to progress onto further studies after their time at Alpha and Omega. Studying a course at British University can really help to further a students career and increase their education level.

We are currently agents for the following British Universities:

- University of Glamorgan
- Hertfordshire University
- Buckingham University
- Bath Spa University
- University of Wales Institute of Cardiff (UWIC)
- Aberystwyth University
- Newport University

Please note that Alpha and Omega is not responsible for issuing an offer from any of the above Universities as we act as a third party only.

Programme

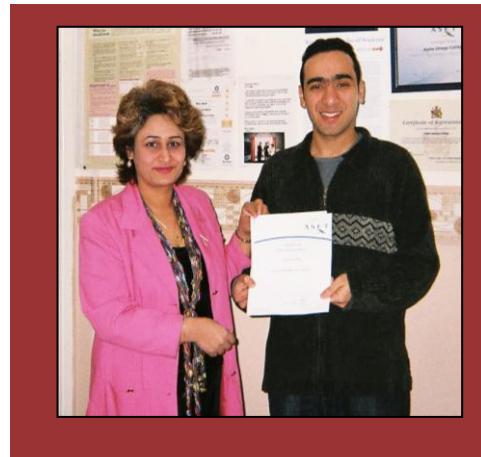
<p>Business and Finance Business Finance - Level 2 Business Management - Level 2 Management Studies - Level 3 Marketing Studies - Level 3 Business Planning— Level 2 Business Marketing— Level 2 Executive Office Skills- Level 2 Personnel Skills- Level 2 Effective Communication- Level 2 Conflict Management- Level 2 Supervisory Development- Level 2 Managing Stress- Level 2 Human Resources- Level 3 Credit Control and Debt Management- Level 3 Managing Environmental Resources- Level 3 Professional Client Practice - Level 4 Introduction to Self- Employment Essential Book-keeping Supervisory Development - Level 2 Safety Compliance - Level 2 Sales Skills - Sales Advisor - Level 1 Sales Skills - Sales Executive - Level 2 Sales Skills - Senior Sales Executive - Level 3</p>	<p>English as a Foreign Language General English- Beginner - Elementary - Pre- Intermediate - Intermediate - Upper Intermediate - Advanced Other Courses - IELTS - One-to-One Courses - Women-only classes (upon request) ESOL (English to Speakers of Other Languages)</p>
<p>Business Practices ABC Business Practices (Management) ABC Business Practices (Development) ABC Business Practices (Finance) ABC Business Practices (Sales and Marketing) ABC Business Practices (Customer Services) ABC Business Practices (Human Resources) ABC Business Practices (Human Relations)</p>	<p>Hospitality Catering Operations Setting up a Tourism Business Fast Food and Snack Bar Management Guest House Operations Food Service Bar Service Beverage Service Front of House (Services) Front of House (Administration) Accommodation (Housekeeping) Services Healthy Eating and Food Hygiene- Level 2</p>
<p>IAM (Institute of Administrative Management) Degree/ Diploma Introduction to Administrative Management Certificate in Administrative Management Diploma in Administrative Management Advanced Diploma in Administrative Management Degree in Administrative Management</p>	<p>Writing and Journalism Freelance Journalism- Level 3 Fiction Writing- Level 3 Combined Journalism & Fiction Writing - Level 3</p>
<p>Computer Courses IAM Foundation in ICT Award in ICT Certificate in ICT ECDL It may also be possible to arrange other Computing Courses on request</p>	<p>Other Valuing Workplace Diversity- Level 2 Introduction to Counselling- Level 2 Drug Awareness- Level 2 Safe Handling of Medicines- Level 2 Criminology- Level 3 Childcare Learning and Development- Level 3 Counselling- Level 3 Child Psychology- Level 3 Workplace Psychology- Level 3 Responding to Substance Misuse- Level 3 Customer Service Excellence- Level 3 Medical and Clinical Admin- Level 3 Medical and Clinical Admin- Level 2 Managing Environmental Resources- Level 3 Managing Environmental Resources- Level 2 Interior Design- Level 3 Interior Design- Level 2 Advanced Psychology- Level 4 Professional Client Practice- Level 4 Diploma in Aromatherapy - Level 3 Psychology - Level 3 Life Coaching - Level 2 Forensic Science - Level 3 Introduction to Social Care - Level 2</p>
<p>Teacher Training TEFL Cert (Teaching English as a Foreign Language) Teaching Assistant NCFE Supporting Teaching & Learning in School - Level 3 NCFE Preparing to Support Learning - Level 2 NCFE Preparing to Support Learning - Level 3</p>	

Business and Finance

These courses are designed for those who wish to pursue a career in Business. Whichever course you choose, it will equip you with the knowledge and skills needed to contribute to the efficiency of your organisation and further your career.

Business Finance - Level 2
Business Management - Level 2
Management Studies - Level 3
Marketing Studies - Level 3
Business Planning— Level 2
Business Marketing— Level 2
Executive Office Skills- Level 2
Personnel Skills- Level 2
Effective Communication- Level 2
Conflict Management- Level 2
Supervisory Development- Level 2
Managing Stress- Level 2
Human Resources- Level 3
Credit Control and Debt Management- Level 3
Managing Environmental Resources- Level 3
Professional Client Practice - Level 4
Introduction to Self- Employment
Essential Book-keeping - Level 2
Supervisory Development - Level 2
Safety Compliance - Level 2
Sales Skills - Sales Advisor - Level 1
Sales Skills - Sales Executive - Level 2
Sales Skills - Senior Sales Executive - Level 3

Please see our website
www.alphaomegacollege.co.uk
for full course details and
additional information



Hossein Daraeikhan, from Iran, receiving his
Business Finance Certificate from Principal Mary
Matti

*"I really enjoyed my course and I think that I
have learnt useful and new things about business.
Thanks for all you have done for me."*

Business Practices

These courses are designed for those who wish to pursue a career in Business. Whichever course you choose, it will equip you with the knowledge and skills of your area of expertise necessary to contribute to the efficiency of your organisation and further your career. Please note that these OCN courses are accredited by Study House and delivered by AOC.

ABC Business Practices (Management)
ABC Business Practices (Development)
ABC Business Practices (Finance)
ABC Business Practices (Sales and Marketing)
ABC Business Practices (Customer Services)
ABC Business Practices (Human Resources)
ABC Business Practices (Human Relations)

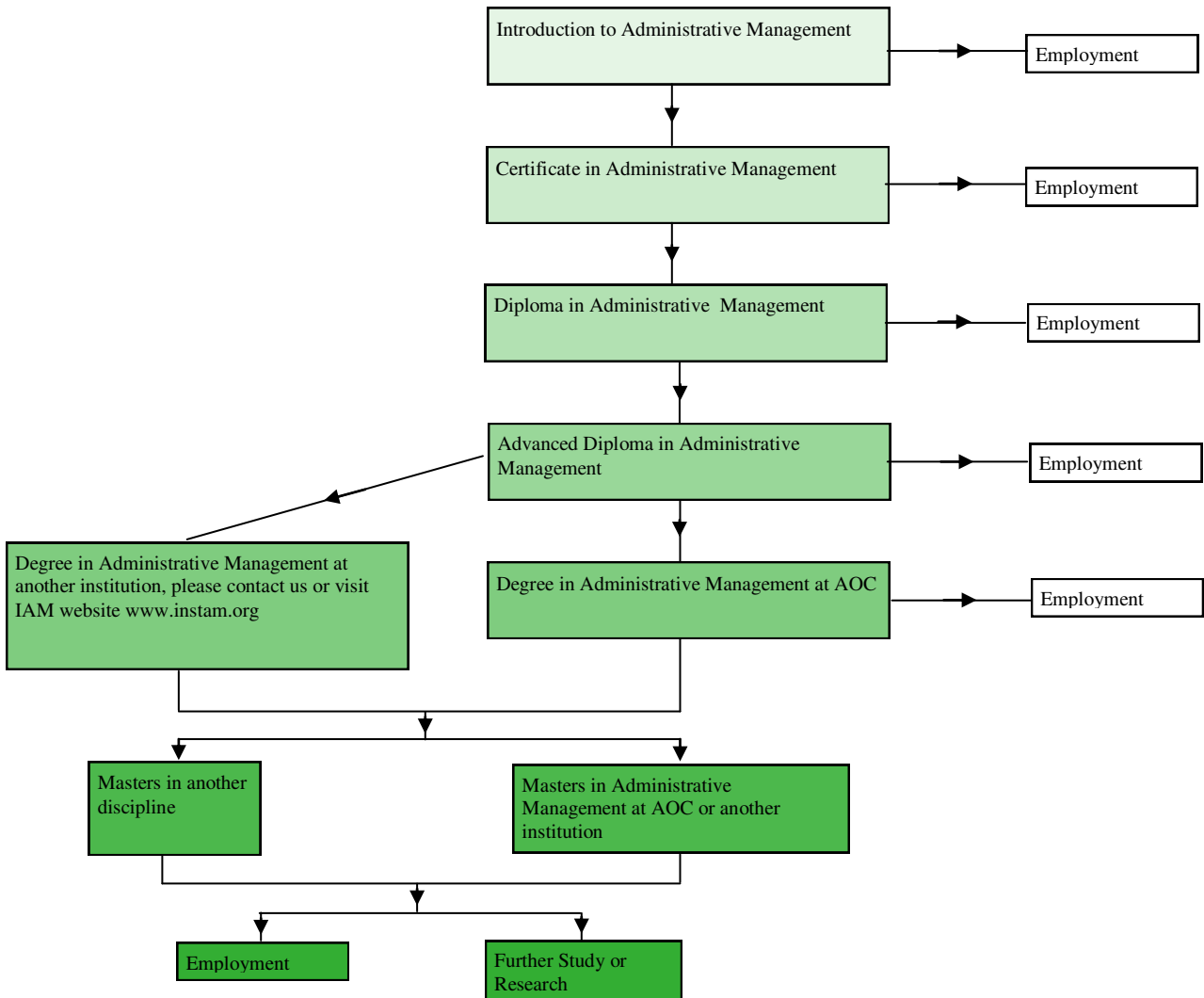
Please see our website
www.alphaomegacollege.co.uk
for full course details and
additional information

IAM Degree/ Diploma

IAM Institute of Administrative Management Courses have been developed for individuals who wish to develop their management skills, gain a professional qualification and have the opportunity to progress to all the way to a Degree programme. These courses will enable you to take a systematic approach to management by using analytical skills to improve your decision making. For more information please visit the IAM website www.instam.org

Introduction to Administrative Management
 Certificate in Administrative Management
 Diploma in Administrative Management
 Advanced Diploma in Administrative Management
 Degree in Administrative Management

Please see our website
www.alphaomegacollege.co.uk for full
 course details and additional information



Computer Courses

These computer courses are designed for those with an interest in developing their computer skills in order to gain a recognised Award. Each level introduces students to a range of software which can be used for professional or personal purposes.

IAM:
 Foundation in ICT
 Award in ICT
 Certificate in ICT

Please see our website
www.alphaomegacollege.co.uk for full
 course details and additional information

ECDL
 It may also be possible to arrange other Computing Courses on request

Teacher Training

TEFL Cert (Certificate in Teaching English as a Foreign Language)

This course is specifically designed to develop the skills required for people wishing to embark on a career as an English Teacher, either abroad or in the UK.

The course runs for 4 weeks (intensive) and includes 120 hours of tuition and 6 hours of supervised teaching. It is assessed via a combination of teaching practice, teacher observation and written assignments.

Candidates are required to keep portfolios of all work.

In order to register for the EDI TEFL Cert qualification, candidates must possess the qualification required for entry into higher education in the UK (NQF Level 3). They will also have to complete a pre-interview questionnaire and have a telephone interview.

Teaching Assistant- Level 2

NCFE Supporting Teaching & Learning in School - Level 3

NCFE Preparing to Support Learning - Level 2

NCFE Preparing to Support Learning - Level 3

Please see our website
www.alphaomegacollege.co.uk
for full course details and
additional information



English as a Foreign Language

General English- Beginner

- Elementary
- Pre- Intermediate
- Intermediate
- Upper Intermediate
- Advanced

Other Courses - IELTS

- One-to-One Courses
- Women-only classes (upon request)

ESOL (English to Speakers of Other Languages)

Please see our website
www.alphaomegacollege.co.uk
for full course details and
additional information

A General English course lasts for about 10 weeks, thus providing about 200 hours teaching time per level (dependant on the number of hours per week). All our courses are taught by qualified teachers who want to improve your English level. When you first come to Alpha and Omega we will give you a placement test to make sure that you are at the correct level.

COURSE DETAILS

METHODS OF TUITION

Our main aim is to help all our students to learn as much English as they need for whatever they plan to do when they leave the College, be that following a course of academic study, involvement in business or simply for personal use.

We believe that language learning should be an enjoyable activity, so students are taught using a variety of materials and text books, students will also be taught by a variety of teachers which is recommended by Scholars of EFL. All our courses are based on recognized and well known course books. We also use a variety of games and quizzes to help our students learn English in a fun and relaxed way.

We use these text books alongside teachers own materials and we also use modern equipment such as DVDs, TVs, Computers and projectors. Students will be given homework regularly to improve their English Skills.

SKILLS COVERED

Our courses will improve the following skills in our students:

- Listening
- Speaking and communication skills
- Grammar
- Pronunciation
- Reading Writing
- Vocabulary Development
- Examination skills and techniques



Hospitality

The following qualifications have been developed for those wishing to pursue a career in the hospitality industry, one of the most important and growing industries in the UK and abroad.

Catering Operations
Setting up a Tourism Business
Fast Food and Snack Bar Management
Guest House Operations
Food Service
Bar Service
Beverage Service
Front of House (Services)
Front of House (Administration)
Accommodation (Housekeeping) Services
Healthy Eating and Food Hygiene- Level 2

Please see our website
www.alphaomegacollege.co.uk
for full course details and
additional information

Writing and Journalism

These qualifications are designed for people who wish to improve their writing and acquire new skills, in order to further their careers in journalism.

Freelance Journalism- Level 3
Fiction Writing- Level 3
Combined Journalism & Fiction Writing- Level 3

Please see our website
www.alphaomegacollege.co.uk
for full course details and
additional information



Other

These courses are vocational courses covering a diverse range of subjects. They are intended for people who would like to acquire new skills, for personal interest or professional development.

- Valuing Workplace Diversity- Level 2
- Introduction to Counseling- Level 2
- Drug Awareness- Level 2
- Safe Handling of Medicines- Level 2
- Criminology- Level 3
- Childcare Learning and Development- Level 3
- Counseling- Level 3
- Child Psychology- Level 3
- Workplace Psychology- Level 3
- Responding to Substance Misuse- Level 3
- Customer Service Excellence- Level 3
- Medical and Clinical Admin- Level 3
- Medical and Clinical Admin- Level 2
- Managing Environmental Resources- Level 3
- Managing Environmental Resources- Level 2
- Interior Design- Level 3
- Interior Design- Level 2
- Advanced Psychology- Level 4
- Professional Client Practice- Level 4
- Diploma in Aromatherapy - Level 3
- Psychology - Level 3
- Life Coaching - Level 2
- Forensic Science - Level 3
- Introduction to Social Care - Level 2



Student Information

Finances and the Cost of Living

Budgeting for your finances is an important part of overseas study. In addition to course fees, a single person will require approximately £400.00-£600.00 for living expenses each month. The cost of living is much lower in Cardiff than in other parts of the country.

The home office recommends that outside of London, the funds needed on top of a course fee are £600 a month, this is just a breakdown of what we recommend:

Travel: In addition to travelling to the UK you will also need to travel to and from college. On public transport, this will cost approximately £15.00 per week. See <http://www.cardiffbus.com/> for more details.

Accommodation: We can organise accommodation for you before you arrive. We offer Home-stay accommodation, where you will live with a family in Cardiff (all Home-stay accommodation is inspected regularly by college representatives) or self-catering accommodation where you will live independently. If you require accommodation please make sure you fill in the appropriate information on your application the cost of accommodation will vary depending on whether you would like shared accommodation or a private residence. There is a good variety of accommodation in Cardiff, which will cost:

From £90 per week for room only. From £110 per week for half board.

An arrangement fee of £50 is payable in order to secure accommodation. It is also necessary to pay a £200 deposit prior to arrival.

Course Materials: Textbooks will be provided to full-time students who enrol for 12 or more weeks and pay in advance or student on scholarship. Otherwise, students will be expected to purchase their own which cost approximately £26 each.

Insurance: Students are not insured by AOC or by home-stay providers against emergency expenses, personal accident or illness, theft or other loss of personal effects, and personal liability.

Medical insurance. If you are not entitled to free treatment from the NHS (National Health Service), usually students enrolled for less than 6 months, you will need medical insurance to cover your medical costs. You will need to check your own status with your sponsor or embassy. EU students are entitled to care from the NHS.

Motor insurance. If you drive a vehicle in the UK you must be insured. If you are renting a car this insurance will be included in the rental agreement, but if you plan to drive a private vehicle you must arrange insurance before you use it.

Travel insurance. If you plan to travel abroad a lot you should take out travel insurance. However, in the first six months of your stay in the UK it may be difficult to get travel insurance from a UK provider. After you have been resident in the UK for six months you can get different types of travel insurance, including single trip and annual multi-trip policies, from a wide variety of UK providers.

Personal property insurance. This covers your property from damage or theft.

For more information on insurance see:

<http://www.moneydeclared.fsa.gov.uk/products/insurance/insurance.html>

Work: Most student visas will allow you to work part time during course times, and full time during holidays, but you must check the terms and conditions of your Visa.

Educational Trips/Social Events

Once a month, students are given the opportunity to take part in a trip. This is part of the course and counts towards students' attendance, as well as enabling them to complete some of the 'other source' work that is part of our courses.

These trips are a fantastic way to see Wales and the surrounding area and help students to learn about British Culture and history.

Many of these trips are **free** to students. The trips with an expense will only cost approximately £5-£10 and are great value for money.

Trip to Barry Island



Trip to Barry Penarth



Trip to Cardiff Winter Wonderland



Trip to ST. Fagans



How to Apply

Admission Requirements

We recommend that students should have completed Secondary School Education (usually at the age of 16+), however we take each student on their own merit. Students generally need to have a good standard of English before they can take one of our vocational courses.

There are a number of ways of applying to Alpha and Omega College.

- The best way is on our website www.alphaomegacollege.co.uk here you can find more specific details about your course and can email any enquiries you might have.
- You can phone us on +442920341212 and we will be happy to talk to you over the phone about any details you might require.
- You can fax us on +442920341244, list any questions you might have and some contact details.
- You can email us on info_alphaomegacollege@yahoo.co.uk with any details you might have.
- You can walk into our centre and have a friendly chat to one of our members of staff.
- You can also contact us by person or by post: 21 Windsor Place, Cardiff, Wales, UK. CF10 3BY.

Contact us with any questions you have about applying for any of our courses.

If you are applying from outside of the EEA, Alpha and Omega College will need to write you an offer letter. We will need some information from you in order to give you the correct letter to present to the British Embassy in your country.

Paying for your Course

You can pay your fees and/or deposit(s) in the following ways:

- International Bank Transfer
- Cheque
- Cash in the centre only

Applying for a Visa

EEA Nationals do not need to gain entry clearance to the UK. However, people from this area wishing to gain entrance to the UK will need to show their passport or identity card on arrival.

Nationals of countries outside the EEA need to gain a student visa (sometimes known as student entry clearance) to gain this visa a student should contact the British Embassy, High Commission or Consulate in their own country. See www.ukvisas.gov.uk

Non EEA nationals will need to apply under the points based system. This is a new system introduced by the home office in 2009. Each applicant is given a points score, which depends on the financial situation of the student, the course being applied for and the offer from the educational institution. You will not be able to apply for a visa without a certificate of sponsorship number.

Check www.ukvisas.gov.uk for more information, however the list on the next page may give you more information about what you need to obtain a visa.

You may need the following to apply for a visa:

A completed VISA application form (available from the British Embassy in your own country)

Your Passport

Two recent passport-sized photos

The visa fee, which is non-refundable and must usually be in the local currency of the country where you are applying (the fee varies)

A letter from Alpha and Omega College confirming your offer.

Proof of financial security to meet the full cost of your fees and maintenance, such as bank statements or proof from a sponsor that they will pay your fees.

It may also be helpful to have the following:

Birth Certificate

Identity Card

Health certificate

Marriage Certificate

Previous academic certificates

Terms and Conditions

The fee for a full Academic year is £4500 for English Language Courses. Please contact the centre for prices for vocational courses.

All students must pay full course fees before commencing the course, except those on the Academic Year, who must pay at least 60% of the course fees up front, and the other 40% plus 5% of the outstanding balance within the first two months. The initial payment must be received by the college before an official acceptance letter is issued. We will take this deposit off the student's fees in their first two months at the college.

There is a non-refundable administration booking fee of £100 to be paid before you get the acceptance letter.

A non-refundable arrangement fee of £50 is payable in order to secure accommodation.

Airport pickup costs are as follows; Heathrow- from £200 one way/ £300 return, Cardiff from £40 one way. Please contact us for prices for pickups from other Airports.

Course fee deposits will not be refunded except in the event a student visa application is declined. In the event a student visa is denied, 50% of the course fee deposit will be refunded, providing evidence of refusal (refusal notice from British Embassy or Home Office) is supplied. Alpha Omega College will not be responsible for any bank transfer charges resulting from a visa refusal.

Certificates- on completion of their course, students will be presented with a certificate. If the student loses or damages their certificate, they will be liable for a fee of £10 before a replacement can be issued.

There will be no refunds given after a course has started, unless the college is responsible for cancelling the course.

There will be no refunds for late arrival, early departure, time off or non-attendance.

The minimum age for enrolment is 16 years.

There will be no classes on Public Holidays, such as Christmas and Bank Holidays. There will be no discount or refund for courses that take part on these days. These are the bank holidays until the end of 2011:

2010- 1 Jan (New Year's Day), 2 April (Good Friday), 5 April (Easter Monday), 3 May (Early May Bank Holiday), 31 May (Spring Bank Holiday), 30 August (Summer Bank Holiday), 27 Dec (Christmas Day), 28 Dec (Boxing Day).

2011- 3 Jan (New Year's Day), 22 April (Good Friday), 25 April (Easter Monday), 2 May (Early May Bank Holiday), 30 May (Spring Bank Holiday), 29 Aug (Summer Bank Holiday), 27 Dec (Christmas Day), 26 Dec (Boxing Day).

If a student's English language skills are insufficient for the course they are enrolled onto they will be placed on an alternative course. If qualifications or skills claimed on an application are found to be false, course places may be cancelled and fees not refunded.

AOC has the right to cancel or discontinue any course. In these circumstances every effort will be made to place students on a suitable alternative course. If no suitable alternative can be found course fees will be refunded.

According to the **UKBA (Home Office)** visa regulations **students who have missed 10 expected contacts consecutively will be dismissed from the course.** Please be aware that **10 is the maximum limit** before reporting. However the college reserves the right to inform the UKBA and the student's sponsor sooner if we consider that a student is no longer participating in their study.

Please remember our college policy regarding attendance and punctuality

All students are expected to attend every lesson required by their course as well as any other social activities/educational trips organised by the college as part of the course.

If a student misses 2 days without notification to college staff, a verbal warning will be given.

If poor attendance continues by 2 more days after this the student will be given a 2nd verbal warning.

If attendance still doesn't improve after the second verbal warning and the student misses 2 more days then a 1st written warning will be given.

If this warning is not listened to and the student misses 2 more days then the student will be given a 2nd written warning.

These written warnings are filed in the student's file.

If attendance has not improved after these warnings and if the student has missed 10 expected contacts consecutively the college has the right to dismiss the student from the course and inform the UKBA and student's sponsor.

If this dismissal occurs **no refund** of any course fees paid in advance will be given

Please note:

students **must** be in time for their classes. If they arrive more than **10 minutes late** they will be marked absent.

Appointments **must be made after class.** If you leave before class has finished, you will be marked absent. There will be no classes on Public Holidays, such as Christmas and Bank Holidays. If a student's English language skills are insufficient for the course they are enrolled onto they will be placed on an alternative course. If qualifications or skills claimed on an application are found to be false, course places may be cancelled and fees not refunded.

For students requiring home-stay accommodation, a deposit must be paid. This deposit will be returned when leaving the accommodation, providing there are no outstanding payments to be made, or problems such as damage to the property.

AOC is not responsible for information or arrangements made by third parties, except for accredited agents.

AOC will notify the Home Office if students have been removed from their course, stop attending or transfer college.

AOC cannot accept responsibility or liability for changes or cancellations caused by circumstances beyond our control - such as war, civil unrest, or 'acts of God'.

Please also note that Alpha and Omega college will also contact the UKBA or relevant sponsor in the following cases:

Students that accept an offer, but do not enrol, Students who enrol on a course but do not attend

Students who attend initially but then drop out of their course, Students who fail to pay their fees and then are excluded

AOC has made every effort to ensure all information in this brochure is complete and accurate. However, we maintain the right to change published information if circumstances outside our control require it. Alpha And Omega College is not responsible for the content on any website external to our own.

Contact us

Please visit the AOC website at www.alphaomegacollege.co.uk for full course details and additional information about the college

You can contact AOC in a number of ways:

By Post

21 Windsor Place
Cardiff
UK
CF10 3BY

By Phone +44 (0)2920 341212

By fax +44 (0)2920 341244

By email info@alphaomegacollege.co.uk

External Links

The following websites can give some information to students wishing to stay in Cardiff and the U.K.

International Student Advice

www.bia.homeoffice.gov.uk

www.ukvisas.gov.uk

www.ukcosa.org.uk

Transportation links

www.cardiffbus.com

www.thetrainline.com

www.megabus.com

www.statravel.co.uk

Other useful links

www.cardiff.gov.uk

www.tvlicencing.co.uk

www.hmrc.gov.uk

www.dvla.gov.uk

Directions

You can find us by taking the train to Cardiff central train station. Cardiff is also well-served by a good bus service. Cardiff international Airport is reachable within about half an hour of the city centre.



By Foot

(Time: 15 minutes)

From Cardiff Central train station you need to head south on **Great Western Lane** and turn left onto **Central Square**. Turn right onto **Great Western Lane**. Turn left at **Saunders Road**. Continue on **Mill Lane** and continue straight onto **Caroline Street**. Turn right onto **The Hayes** and left at **Bridge Street**. Turn Left at **Charles Street**. Turn right at **Heol y Frenhines**. Turn left at **Dumfries Place**. Continue on **Windsor Place**. Alpha and Omega College will be on the left.



Coach

There are a number of Coach Operators that connect the UK, including Gatwick and Heathrow airports, to Cardiff.

National Express

bsite - <http://www.nationalexpress.com>

Telephone - 08705 80 80 80.

Megabus

bsite - <http://www.megabus.com>

Telephone - 08705 50 50 50



Train

National Rail provides train routes from all areas of the UK to Cardiff.

National Rail

bsite - <http://www.nationalrail.co.uk>



Telephone - 08457 48 49 50

Car

You can route a car journey from any location in the UK to Alpha and Omega College through the AA route planner. Put Alpha and Omega's postcode (CF10 3BY) into the 'To' field on the AA Route Planner website and the location you are traveling from on the 'From Field'.

AA Route Planner

bsite - <http://www.theaa.com/route-planner/index.jsp>