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# **GUIDELINES FOR STUDENT LIFE**



## **Student Code of Conduct**

Students are expected to live and act in accordance with established Christian values and behaviour patterns. In addition, the rules of LIFE Church College as stated in this set of guidelines must be adhered to for the mutual benefit of all.

One of LIFE Church College's most important goals is to facilitate the growth and development of Christian character in line with biblical principles. It is expected that LIFE Church students live in a manner that brings glory to Christ in their behaviour and attitudes, both in and outside of college settings. Therefore, each student is expected to:

- Abstain from any behaviour that is considered detrimental to Christian character and witness including; drunkenness, stealing, slanderous or profane language, dishonesty, occult practices, relational inappropriateness and sexual immorality.
- Avoid attitudes and behaviour that disrupts the unity and health of the LIFE Church College student body.
- Show respect and consideration for other members of the student body and their property.
- Show respect for staff and faculty and co-operate with the aims and endeavours of LIFE Church College and church.
- Attend all prescribed classes and activities required by the LIFE Church college programme unless formally excused.
- Refrain from dishonest academic practices as outlined in the Academic Misconduct policy below.
- Follow the other guidelines outlined in this document

LIFE Church College aims to provide the framework and support needed to bring personal growth. If, however, students do find that they are genuinely struggling with such issues, we advise they speak LIFE Church College staff and allow them to bring guidance, counsel and correction to the situation. Any behaviour that contravenes the Student Code of Conduct or compromises the welfare of other students will result in disciplinary action.



## **Requirements to Graduate**

LIFE Church College celebrates graduation at the end of June. Graduation is not based solely on attaining an academic standard / pass mark – though all written work will be graded to establish that the task has been completed satisfactorily. To be eligible to graduate a student must:

- Adhere to the Student Code of Conduct
- Complete and pass all assignments at 50% or above
- Attend no less than 90% of programmed classes
- Pay all of their tuition fees in full
- Successfully complete their weekly 10 hour placement requirement
- Successfully complete their involvement in Sunday Services

## **Attendance**

We aim for excellence in all we do and expect this ethic to be reflected in the attendance of LIFE Church College at all timetabled classes, conferences and LIFE Church College activities. Therefore:

- Students must be disciplined in their time keeping, attending all lectures on time and any other appointments with LIFE Church College staff. Allowances are made for exceptional circumstances such as sickness or trauma.
- Assignments must be submitted on time.
- An overall attendance of less than 90% will result in students not being graduated. Attendance will be reviewed on a regular basis and should your attendance drop below 90% at any point during the year this will be flagged individually with you.

A daily registration is taken electronically and all students must be registered before 9.30am. Classes commence at 9.30am prompt and this includes days on which the student body are serving together.



## **Absence**

Please arrange dental, hospital, work or other appointments outside of the scheduled class times. If an absence from class or a given activity becomes absolutely essential, it should be agreed with the LIFE Church College team in advance by filling out an online absence form through the student portal.

Absences will not be granted for holidays or Christian conference events booked after the commencement of the course that fall during term time. Absence through illness should be logged online to the LIFE Church College team through the student portal. Apologies for lateness should be voiced to one of the LIFE Church College team. Failure to do so will count as an absence, which could ultimately affect your ability to graduate.

Any student who is consistently late, misses classes, and who fails to take the appropriate steps to bring their attendance into line with LIFE Church College expectations, will be dealt with in accordance with the Disciplinary Policy outlined later in this document. If this behaviour still continues it could lead to dismissal from the course.

## **Dating**

Students should prioritise their studies during their time with us; it is time you have dedicated to God for your personal development. We therefore recommend that you don't pursue a potentially distracting relationship during the course of the academic year.

To this end, LIFE Church College students are not permitted to start dating a fellow student or other individual. If you sense a relationship developing, please talk to us about it so we can be aware and help you keep your focus right. Secretive behaviour will not be tolerated. However if you are already dating when you come on the course we will not ask you to end the relationship; this policy applies to those who start the course not in a relationship.

Non-adherence to these guidelines will be dealt with using the disciplinary policy.



## Disciplinary Policy

Students in breach of the Student Code of Conduct or otherwise acting inappropriately will be dealt with according to Matthew 18:15-17 as far as possible. The disciplinary policy is designed to deal with cases where a student consistently fails to abide by the behavioural standards outlined in the Code of Conduct.

The stages of the Disciplinary Policy are as follows:

- *STAGE 1: Verbal warning (issued by a member of the Pastoral or College team) – noted on the students record for 30 days.*
- *STAGE 2: First Written Warning – added to the students record*
- *STAGE 3: Second Written Warning – with time specific deadlines*
- *STAGE 4: Dismissal from the course – see dismissal process*

Depending on the severity of the situation, the Principle reserves the right to bypass stage 1, 2 and 3 and immediately dismiss any student whose behaviour is deemed by the LIFE Church College team to have brought the reputation of the College into disrepute.

## Dismissal of Students

Termination of the student's course of study will occur, unless otherwise determined by the LIFE Church College team, in line with the Attendance, Disciplinary and Tuition Fee Policies. Whilst there may be other individual circumstances that arise where the LIFE Church College team feel a dismissal is an appropriate course of action to take; there are three main circumstances in which a student could be dismissed from the course:

- If the student has an attendance below 90% that does not improve following verbal and written warnings, dismissal from the course will be the next step.
- If the student's behaviour contravenes the code of conduct to such an extent that it reaches stage 4 of the disciplinary procedure, they will be dismissed from the course.
- If the student has tuition fee payments in arrears by 3 months (extenuating circumstances will be taken into account) and they are unable or refuse to pay outstanding fees, they will be dismissed from the course and fail to graduate.

All these situations will occur following regular correspondence and discussion between the student and LIFE Church College faculty. In such cases reasons for the pending dismissal will be outlined clearly alongside actions required to redress the situation.



## **Conferences**

As part of the curriculum, students are expected to participate in our conferences held throughout the year. The conferences that fall in the College year are:

Lead [Leadership one-day]  
Xcel Men's Conference  
Young Adults Movement  
Cherish Women's Conference

Students will not have to pay a delegate fee for the conference. We expect students to be available for the duration of these events and you will need to notify employers of your unavailability during conferences.

## **Classroom Etiquette**

The classrooms and lecture theatre should be kept clean and tidy at all times. This is the joint responsibility of all students.

Be sensitive to each tutor. Some will need space to get their head straight for the next session; others will happily chat their way through each break. Students should ask questions when given an opportunity to do so. Only interrupt lecturers and tutors when they give you permission to do so – most will not mind this.

There will be small breaks between classes. Students are asked not to prolong the break or enter into any activity that may delay recommencement of classes. Students should NOT leave the premises during these breaks.

Laptops are permitted for taking notes on during classes, however use of the internet for social networking via a laptop or phone are not allowed.

Mobile phones should not be used during classroom sessions. No student is permitted to use an office phone for personal calls.

## **Campus Care & LCE**

The facilities at LIFE Church College have been designed to create a comfortable and enjoyable learning environment. In order to maintain high standards we encourage students to take responsibility for their surroundings and be actively involved in the upkeep and presentation of the building. To this end each seminar group is placed on a rota so that one day a week they will arrive at 8.00am to set-up the areas for the day and ensure that the building is clean and tidy. This is an important seminar group activity and students should



make sure they arrive promptly when it is their groups turn. A leader will be appointed for each seminar group each time they are on rota. It is this leader's responsibility to check with the College office which areas need setting up for class each day.

We share the campus with LIFE Centre Events (LCE) who hire the buildings out to external clients. This means that there might be other groups using rooms after College sessions are finished. Usually chairs and desks will need to be set down in the Lecture Theatre, in all other rooms furniture must be cleared away at the end of each day. Occasionally a LIFE Centre Event may mean that class has to be located in a different room. Please make sure you follow any instructions you are given by the College team or LCE staff carefully to ensure smooth running for all departments concerned.

### **Sunday Services**

Sundays are treated as an official College day and therefore Mondays are given as a rest day. All students must be on site for Sundays and you will be expected to serve on a team every Sunday.

### **Communication**

A lot of communication between staff and students will be done via email. Please make sure you check your inbox on a daily basis so you can keep up to speed with any information you need to be aware of.

Each student has access to the Student Portal. Timetable updates, handouts etc will normally be distributed via this. Please make a point of checking the Student Portal on a daily basis.

If you change your address or contact details during term time, you must notify the College office by emailing [college@lifechurchhome.com](mailto:college@lifechurchhome.com)

### **Room Bookings**

Rooms on campus are available to be used for appropriate activities. Rooms can be booked through the main reception desk.

### **Visitors**

Students wanting friends or relatives to attend a class must first obtain permission from the College office before inviting them to attend a lecture. Once permission is obtained, students are to introduce their guests to lecturers.

### **Student Awards**



Prizes at the end of a year are awarded by the College faculty as follows:

**First Year Study Application Award**

This award is given to the student who has achieved the highest average grades. They have shown great diligence in studying God's word and communicating how it has developed their leadership and grown their life.

**First Year Pastoral and Community Elective Award**

This award is given to the first year student who has most diligently studied and applied themselves to the principles taught on the pastoral and community elective. They will have developed an understanding of pastoral care and shown themselves to be a genuine people helper with a heart for others.

**First Year Worship Elective Award**

This award is given to the first year student who has most diligently studied and applied themselves to the principles taught on the worship elective. They have developed and excelled creatively through the application of their leadership within worship ministry.

**First Year 0-30 Ministry Elective Award**

This award is given to the first year student who has most diligently studied and applied themselves to the principles taught on the 0-30s ministry elective. They have developed and demonstrated the key qualities of a youth leader and excelled in pastoring young people through schools work, in church life and the wider youth ministry.

**First Year Student of the Year Award**

This award is given to honor the first year student who has been a role model to their peers in class, shown exemplary character, served with excellence, studied diligently and been a first class example of Godly leadership.

**Second Year Student of the Year Award**

This award is given to honor the second year student who has been a role model to their peers in class, shown exemplary character, served with excellence, studied diligently and been a first class example of Godly leadership.



# Key Information



## **Introduction to the full-time course**

*Discover your God given purpose*

Our mission is to develop the leader within you, releasing you to impact the world. Our course is designed for you to grow in leadership skills, gaining tools to build the local church and outwork God's kingdom through study and hands on ministry experience. Join us for a life giving and life changing year: Discover your God given purpose.

We offer a unique one year training course with a second year option, either full-time or part-time, at our UK Bradford campus. You will receive world class teaching throughout the week and also outwork your skills in a specific ministry area; equipping you for any sphere of life.

## **Our Goals**

### **Theological training**

If you are ready to grow in God, then there is no better place to start than by studying more of who He is.

We believe that there is immense value in having a grounded knowledge of the Bible. We train our students to understand key theological principles in order to develop their understanding of God through a solid and wide-ranging biblical teaching.

Topics will include an in-depth exploration of each book in the Old and new Testaments, Church History, the interpretation of Scripture and other doctrinal study. This study will give a greater depth, understanding and awe of who Jesus is and what He really accomplished.

### **Leadership Development**

One of our goals is that all of our students leave the College with a greater understanding of the importance of strong Christian leadership and how to practically embody it.

Our aim is that each student will become an excellent leader of themselves and of others. As such, we help develop their leadership abilities. This learning process has a particular focus on the type of skills required in local church ministry, such as vision casting, leading volunteer teams, preaching and developing church culture. We also have a broader focus on bringing Godly leadership into the world around us, covering topics like leadership in the workplace, apologetics, ethics, world missions and social justice.



This aspect of the College will stretch and equip you to become a better leader all round. You will not only learn the theory of leadership, but you will also be able to put it into practice on numerous occasions throughout the year – a real chance to put your leadership abilities through their paces. Wherever you think you are on the scale of leadership, we guarantee that this year will stretch you and develop you into a greater leader.

## **Spiritual Growth**

The College is about far more than just academic understanding. We also want all of our students to grow in their walk with God, their sensitivity to the ministry of the Holy Spirit and their personal devotion to God's Word. Using discipleship material we will help students to develop their own character and deepen their relationship with Jesus.

We believe that this is an essential development that will enable you to have a successful future walking with God and fulfilling your personal calling to further His Kingdom in whichever country, church or ministry that God calls you to.

## **Ministry Electives**

### *Elective Stream:*

Our electives are aimed at equipping you with team and people leadership skills, whilst continuing to grow in your area of ministry. All students will choose one Ministry Elective to attend over the course of the year.

These are focused around a specific area of ministry:

- **Pastoral and Community**

The Pastoral Elective is designed to equip you to build the local church through learning how to love, lead and develop people. By identifying and investing in your unique talents and abilities you will grow in leading others and learn how to connect them with God and His purpose for their lives. We will teach you how to live to your God-given potential and how to teach others to do the same.

Through a unique balance of theology and practical application, you will grow in personal confidence and understanding of God's love for His world. Our Outreach and Community teams will give you the opportunity to provide real help to the people who need it the most, leading people to Jesus and helping them to walk in a life-giving relationship with Him and others.



Working with our Pastoral teams you'll learn to pray with people and help them find the freedom and hope that they may have never known before, teaching others to overcome personal challenges and walk in freedom every day. On the Pastoral elective you will be mentored and developed in your skills and character and grow in your understanding of biblical leadership and spiritual care for others.

- **Worship and Creative**

The worship elective is designed to equip, resource and broaden your knowledge of contemporary worship and creative ministry. The aim is to give the relevant skills needed to connect people with the message of Jesus Christ and the modern day church. We believe in worship and believe it is vital in our walk and relationship with Jesus. The worship elective is aimed at helping you understand the power of worship as a way of life personally and helping you understand its place within a church context. This elective will help students identify and develop their worship and creative arts gifts, to grow in leading others in worship and connecting them with God in a local church context.

During your time with us in the worship elective you will have the opportunity to use your skills around the creative life of our church if you wish to do so. For those able to participate, you are able to be involved in weekly serving areas, conferences and events. During these you will have the opportunity to learn from, present to and receive feedback from key people on our Creative team. Overall, the elective will be a mix of theory and practical. You will learn about the theology and history of worship and also have very practical sessions about leading worship, songwriting and leading and being part of a team.

- **Youth Ministry & Kids Ministry 0-30's**

The 0-30's elective is designed to provide both practical and pastoral training, resources and knowledge of building a Kids, Youth and Young Adults ministry. We want to radically change a generation of young people for God and believe that this elective can equip you to get on board with this mission. We see the younger generation as our future church leaders and builders, so what better time to plant seeds and grow them in their faith than now. What a privilege to be gifted with this opportunity!

The 0-30's elective will help students discover their gifting within the ministry in order to lead others effectively. You will learn a balance of theology and pastoral training, as well as being given the opportunity to practically get involved with one of the 0- 30's areas of your choice, whether that's Kids, Youth or Young Adults. We know that nothing compares to experiencing first hand ministry building.



We want to make sure we are offering everything that is relevant to each area, therefore from time to time the elective will also include breaking down into your specific area of serving to delve into the finer details of leading that given area. Through theory and practical teaching, this elective looks at leading young people, leading teams, being a part of the team, the basics of 0-30's ministries and pastoral training.



## Student Schedule

The College course is ten months brimming with opportunity for you to grow as you engage with our church. There are certain elements that will become a regular fixture in your weekly life, for example, the classroom sessions, which are delivered from Tuesday to Friday between 9.30am and 1.00pm. The following shows a typical weekly timetable. You will also serve in a weekly placement and serve in all our Sunday services.

### Focus

Every morning is started with 'Focus'. This is a time of worship and inspirational teaching delivered by key pastoral staff. It is a brilliant way to start the day.

### Classes

Teaching sessions are delivered from Tuesday to Friday between 9.30am and 1.00pm.

### Leadership Placement

Gaining practical hands-on experience is a vital part of the College course. Placements get students involved in practical ministry in the life of the church. Your placement will be conducted under the supervision of a member of staff. If you are a full-time student you will be expected to serve for a minimum of 5 hours per week, but we encourage all students to stay available for as much time as possible for their ministry involvement as that is the main leadership training element of the course.

Time and involvement will be by agreement with the staff member you are placed with and should be worked around your employment (if applicable) and any other reasonable commitments.

### Life Groups

Small groups are a key part of our church life and we ask every student to join a small group. These groups meet fortnightly across the city to spend time talking, praying and having fun together.

### Worship Rehearsals

Every Wednesday evening the worship department gathers for weekly rehearsals. Students who tend to be involved on Wednesday evenings are musicians, singers or members of the production team.

### Youth

On a Friday evening our Rocknations youth ministry takes over the campus with hundreds of teenagers and young adults coming to meet together. Part of the program is a young adults groups for 18 to 30s. If you are not serving in the other youth services, you are welcome to attend the young adult's ministry, which is tailored for this age group.



**Sundays**

Each Sunday, students are expected to serve in ministry teams and help to make church happen.

**Timetable**

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
9.30 - 10.30	Sunday Serving	Day Off	Focus	Focus	Focus	Focus	Day Off
10.45 - 11.45			Lecture	Lecture	Electives	Lecture	
12 - 1			Lecture	Lecture	Leadership Session	Lecture	
1:30 onwards	Leadership Placement/Employment						



## Course Fees & Payments

### Tuition Fees

#### Full-Time

£1850 (when paid in full)

£1900 (when paid in instalments: see payment plan below)

#### Payment of Fees

Once you have completed the application process and have been offered a place on the course you are required to pay £300 to confirm the acceptance of your place. Beyond this initial payment of £300 we offer two payment plans for the remainder of your tuition fees:

#### Payment Plan

	LIFE Church - Leadership College	
Payment Plan	Payment Plan 1 - Full Payment	Payment Plan 2 - Monthly Payment
Confirmation Fee	£300.00	£300.00
September	£1,550.00	£610.00
October		£110
November		£110
December		£110
January		£110
February		£110
March		£110
April		£110
May		£110
June		£110
<b>Total Fees</b>	<b>£1,850.00</b>	<b>£1,900.00</b>



## Payment Methods

For paying the confirmation fee and the instalments at the start of each month there are four payment methods available to students:

### 1. Cheque

Cheques should be made payable to 'Life Church'. If you are using a cheque to make a payment before the course has begun please post it to the main church address, marking it for the attention of the Finance Department:

FAO: Finance Department  
Life Church  
Wapping Road  
Bradford  
BD3 0EQ

If the cheque is from someone other than the named student, please enclose a note explaining whom the tuition fee payment is for.

### 2. Bank Transfer

BACS Transfers can be made with the following details: (Please see below for transfers from abroad)

Sort Code: 20-11-88

Account Number: 80061425

IBAN Number: GB55 BARC 20118880061425

SWIFTCODE: BARCGB22

Please mark all payments using the reference: 'COLLEGE *[insert your surname]*'

**If you are sending money from a bank account outside of the UK** we would prefer you to use the below details. We have an arrangement with this company which enables you and us to get the best exchange rate:

Simply visit the below website and follow the instructions (our bank details are below)

Web: <https://transferwise.com/u/d1faa2>

Account name: Life Church UK

Sort Code: 201188

Account number: 20910228

Payment reference - students full name



### **3. Debit or Credit Card**

If you want to make a payment using a card before the course begins, we can take a card payment over the phone. Use the main church telephone number +44 (0) 1274 307233 between 9.30am and 5.00pm and ask to speak to the finance department. We will send you a receipt in the post.

If you want to make a tuition fee payment using a card once the course has begun you can do this in the finance department office using their card payment machine.

### **4. Cash**

If you want to make a payment using cash, please do so in person at the finance office with your money in an envelope labelled with your name. Please do not send cash through the post to us.

### **Payments at Registration**

On the first day of the course, all of these payment options will be available to you. Please come prepared to make a payment on this day if you have not already paid your fees.

### **Standing Order Payments**

If you are a full-time first year student and you opt for the monthly payment plan you be required to set up a standing order from a UK bank account. This is a regular payment that you arrange with your bank for a set amount. On the registration day we will have forms available for you to complete in order to set this up. The plan requires you to set the standing order up for the first day of every month between October and June.

### **Can I setup up an Alternative Payment Plan?**

We do not allow students to do this as it makes it more difficult for our finance team to track payments.

### **Refund and Withdrawal Policies**

Where the student withdraws prior to the course commencing, any course fees paid in advance will be refunded. This does not include the application fee of £20

### **Full-time First Year Student**

Where a full-time first year student withdraws after the commencement of the course, some of their fees are non-refundable. Should the student drop out at any point during the **first term** £900 of their fee is non-refundable.

Should the student drop out at any point during terms 2 & 3 £1000 of their fee is non-refundable. In a situation where there is a refund due we will then offer tuition fee refunds on a pro rata basis calculated on weekly value based on 35 weeks of course tuition valued at £1900.



## International Students

We have students from all over the world who come and study with us, so no matter where you are from, you are so welcome here!

Coming to the College is like coming into an extended family, and where possible we will always put new students in touch with others from their home country who attend our church in order to aid the transition. Studying with us is a great adventure and a fantastic way to combine investing a year for God with the excitement of living overseas.

Applicants from a country within the European Union can normally study and work in the UK with no restrictions visa requirements. Applicants from countries outside of the European Union will need a visa to come to the College and the requirements for these vary from country to country.

We will, however, support you in the visa process where possible. If you need more information about your visa options, please contact the College office and we will do our best to help.

### **Working**

To help offset some of these costs, some students will opt to work part-time at various points during the year. If you manage your time well you can work up to 15-20 hours a week. The minimum wage per hour in the UK for people under 21 is £5.90, for those aged 21 -24 £7.70 and for over 25's £7.83.

If you are from a country within the European Economic Area or EEA, you do not need permission to work in the UK. Be ready to show an employer your passport or identity card as proof that you are a national of an EEA country. Students from Switzerland can also work freely in the UK.

If you are from a non-EEA country, you may be allowed to work during term-time and vacations. Once you have your visa sticker or stamp, check it to see whether you are permitted to work. If you are, your work will probably be subject to the following conditions:

- You cannot be self-employed or provide services as a professional sports person or entertainer
- You cannot pursue a career by taking a full-time position while studying



## Health Care

Many international students are entitled to use the National Health Service (NHS), which offers free health care paid for by British taxpayers. The following NHS treatments are free:

- Some emergency treatment (but not follow-up treatment)
- Family planning services
- Treatment of certain communicable diseases
- Compulsory psychiatric treatment

However, all other NHS treatment is subject to restrictions. As an international student, you may not qualify for it, and you may need to get medical insurance instead.

### EEA nationals

If you come from an EEA country, you and your family qualify for full NHS treatment. You should obtain a European Health Insurance Card (EHIC) before coming to the UK, which entitles you to the treatment.

### Non-EEA nationals

If your course is six months or more, you qualify for full NHS treatment. In England and Wales, if you have a husband, wife or children accompanying you as your dependents (not just as your visitors), they can also receive treatment. However, the children must be up to the age of 16 (or 19, if in full-time education).

### Swiss nationals

If you are Swiss, or a national of one of the EU member states who has come to study in the UK from Switzerland, you will have the same healthcare eligibility as EEA nationals. However, this may not apply to you if you are a national of Norway, Iceland or Liechtenstein and you have been resident in Switzerland before coming to the UK.

### Reciprocal health care agreement countries

The UK has reciprocal health care agreements with some countries. The list of countries sometimes changes, so check with your health authorities to see if your country is one. If you are covered by a reciprocal health care agreement, you will be eligible for some NHS treatment. The reciprocal health care agreement will probably cover hospital treatment if a condition arises during your stay. However, it usually doesn't cover hospital treatment for a pre-existing condition. You should check with your country's health care authorities to find out how much treatment you will be entitled to - you may still have to take out medical insurance.

### Local Doctors

If you qualify for full NHS treatment you will need to register with a local doctor (also known as a General Practitioner). You can find local GP's through the NHS website: [www.nhs.uk](http://www.nhs.uk), which allows you to search by postcode and gives details such as whether they are accepting



new patients as well a map and travel directions. This website also gives details of local hospitals and other health services.

When you register, you will need your passport, evidence that you are a student (for example, a student card) and proof of your UK address (for example, accommodation contract). If you find accommodation close to church (in the BD3 area) the following are probably the closest:

Farrow Medical Centre  
177 Otley Road, Bradford, BD3 0HX  
Phone: 01274 637031

Hillside Bridge Health Centre  
4 Butler Street West, Bradford, BD3 0BS  
Phone: 01274 777 517

### **Dentists**

Waiting lists for Dentists in Bradford are long, so it is unlikely that you will be able to register while you are here. Most local GP's surgeries offer an emergency dental service for urgent work, but you may wish to have a routine dental check with your own dentist before you move to Bradford.

### **Opticians**

If you need to see an optician during your time in the UK, you should go to a high street shop like Boots or Specsavers. You can make an appointment for an eye test, and the optician will either update your current prescription or prescribe you glasses or contact lenses if you need them. You will normally have to pay a minimum charge for an NHS eye test (around £20). Charges for frames and lenses vary; you may be able to apply for help with these costs if you are on a low income. If you already have glasses or lenses, you may want to bring the details of your prescription (in English) with you.

## **Local amenities**

### **Shops**

There are a range of shops in the town centre, as well as a retail park next to Forster Square train station which should cover most of your needs (food, clothing, toiletries, stationery). There is also a 24-hour supermarket close to the town centre.

For more information on amenities in Bradford and the surrounding area you may like to look at the following website [www.visitbradford.com](http://www.visitbradford.com) which is the official visitor website for Bradford district.



## Public Transport

Bradford has a population of just under 500,000. The church campus is a 20 minute walk from the city centre and it's just a short walk to the nearest major road where a regular bus service runs.

There is a good network of buses across the city. Bradford also has two train stations: the Interchange and Forster Square. The Interchange is also the main bus station for the city. Bradford's neighboring city Leeds is only a 20-minute journey away on the train. Trains between Leeds and Bradford run every 30 minutes from both stations.

For public transport in Bradford [www.wymetro.com](http://www.wymetro.com) is useful for up-to-date train and bus timetables. It also has a journey-planner function.

A good local taxi firm for the BD3 area is Barkerend Taxis - 01274 391676.

## DBS Check

In the UK any organisation that involves people as volunteers, especially where they will come into contact with children or vulnerable adults, is required to have all volunteers complete a Disclosure and Barring Service (DBS) check. Because you will be involved in volunteering in several areas during the course we will need you to complete one of these checks. During the registration day you will be required to fill out a form to apply for this check.

In order to sign the form off we will need to see the following:

- Proof of your full name and date of birth. **Either** a Passport, Birth Certificate or Current UK Driving Licence (photo card only.) Please note only original documents are acceptable. Photocopies will not be accepted
- Proof of your current Bradford address.
- National Insurance number (if available)

You will be given further information on when to bring these documents in on your arrival week, please ensure you have these with you in England. The checking will take place on a nominated day within the first two weeks. There isn't any need to carry all of the documents listed above around with you all the time, to prevent you losing any of these documents we suggest only bringing them to us on the nominated day for checking. This is so we can sign the form off and get the checking procedure underway. Incorrect forms will not be accepted, and may delay the checking process, limiting what you are able to get involved in.

If you are concerned that you do not have all of the documents listed, please contact us before registration to discuss this.



## **Second Year**

Once you have completed the first year course, there is an option to stay and complete a second year at the College.

The second year program builds on the first year syllabus and is a full time program with a similar structure to the first year. Second years also intern; this internship is tailor made for you and is based on your experiences during the first year course and what you would like to further and develop. The internship is conducted with a staff member but is designed to give wide ranging opportunities to develop your leadership as you take on more responsibility for ministry activities within our church. Many students stay for a second year as they have started growing in various aspects of God and want to further this by staying for one more year.



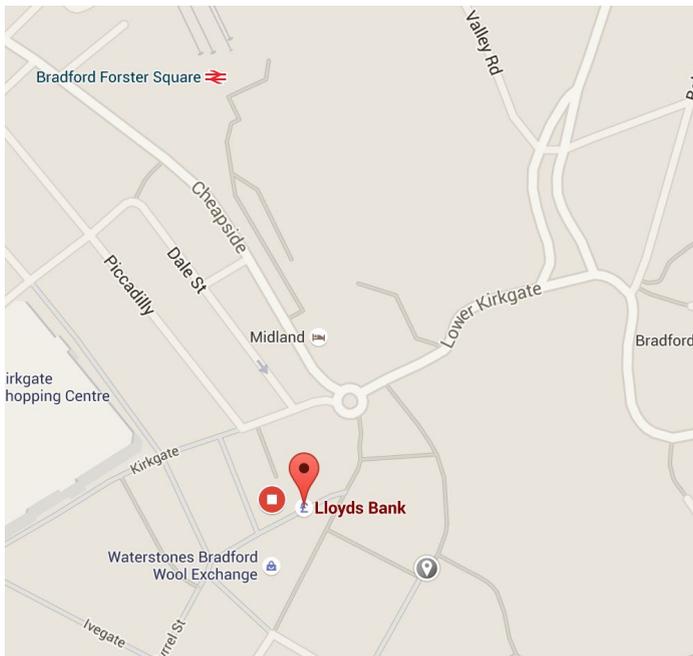
## **Practical information for foreign students**

This document is intended to provide a few simple guides as a good start to living in the UK. It contains recommendations on banking and mobile, though there are other options available, these are chosen based on students' past experiences. We hope you will find these guides helpful, they are however not exhaustive, so don't hesitate to ask for further advice or help.

## Banking



Based on experience, Lloyds Bank has the simplest procedure for setting up a bank account as a non-UK-citizen. To set up a bank account you must go to the Bradford branch located in the city centre, it is approximately a 15 minute walk from church.



Address: 45 Hustlergate,  
Bradford, BD1 1NT

To set up an account you will need to bring:

- Passport
- Proof of address (i.e. tenancy agreement)
- Student letter (from College)

Your account will come with a debit card and access to internet banking.

## National Insurance Number

If you will be working in during your time in the UK you will need a National Insurance Number. You will have to apply for this by phone. All details are at: <https://www.gov.uk/apply-national-insurance-number>

After applying you will be given a time for an interview, which will take place in Leeds. Make sure to get there on time as your appointment will be passed if you are not there at the appointed time.

## Phone

# giffgaff™

The cheapest and most flexible mobile company is giffgaff. giffgaff is easy and free to set up, there is no bound period, you can change you plan ('goodybag' in giffgaff-terminology) from month to month and all texts and calls to other giffgaff numbers are free.

To set up your giffgaff account and get a sim card:

- Go to [www.giffgaff.com](http://www.giffgaff.com)
- Click on the yellow button saying 'Order a free sim'.
- Then you will need to fill out this and press order your free sim. Within the next couple of days your sim card will be sent to you address.
- When you have received your sim card you can activate it online. You will need to do this in order to buy your goodybag (monthly plan) and/or credit. You can always change your goodybag selection from month to month to best fit your needs. A list of goodybags is shown below, they start at £5 and 4G is included.
- In order to pay for your goodybag you need to register a card to your giffgaff account online (We would recommend you using an English card to save money on exchange rates). Once you have paid for your goodybag it will be active and ready for use within a few minutes.

Price per month	Data	Minutes	Texts
 £5 goodybag	100 MB	150	500
 £7.50 goodybag	750 MB	250	Unlimited
 £10 goodybag	2 GB	500	Unlimited
 £12 goodybag	3 GB	750	Unlimited
 £15 goodybag	5 GB	1,000	Unlimited
 £18 goodybag	6 GB	2,000	Unlimited
 £20 goodybag	Always On*	Unlimited	Unlimited