

## Admissions Procedures

- Students must be a minimum of 15 years of age to enrol in The Linguaviva Centre.
- Students may enrol online <http://www.linguaviva.com/book-now/> or via email contact with the office at [info@linguaviva.com](mailto:info@linguaviva.com)
- Students enrolling for academic year (25 week) programmes will be required to sign a declaration to take the end of course (exit) examination. Students will be required to pay for said examination upon enrolment into the academic year course.
- Visa requiring students who enrol will be required to pay for their course through our partner PaytoStudy. Payment can be made here: <http://linguaviva.paytostudy.com> . When fees are paid there they will be held in an 'Escrow' account until the Visa is either approved or denied. Students who have their Visa's denied will have their funds returned to them less the administrative charges applicable. More details found here: <http://linguaviva.com/wp-content/uploads/2017/02/cancellation.pdf> Students who are successful in their Visa application will have their funds transferred from the Escrow account to the schools account and the final course confirmation will be sent out.
- Students who have successfully enrolled in The Linguaviva Centre will be sent their course confirmation, accommodation confirmation along with map, link to the online placement test and link to the student handbook. All enrolments are dealt with within 1 business day and students will then receive their confirmation email.