

## ALL NATIONS CHRISTIAN COLLEGE

### STUDENT PRE-COMMENCEMENT INFORMATION - APRIL 2023-2024

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### INFORMATION SHEET FOR STUDENTS LIVING AND/OR LEARNING ON CAMPUS

Although this information sheet contains a lot of information relevant only to those living on campus learners (i.e. those travelling to and from College each day) may also find a lot of it useful.

#### TERM DATES 2023-24

Term dates can be found here: <https://www.allnations.ac.uk/apply/how-to-apply/term-dates>

#### ARRIVAL

We look forward to welcoming you as a student to All Nations. This term new students who will be living on campus should arrive on Wednesday 17<sup>th</sup> April 2024 (unless an earlier date has been arranged with the Housekeeper, Kim Mina, e.g. for families to settle children into the new environment, or part of the Student Committee).

#### Arrival Form

For every student who will be either living or learning on campus, we need you to complete the Arrival form included in your pre-arrival documentation, to let us know how you plan to travel to All Nations. **We need this by 3<sup>rd</sup> April 2024 (or two weeks prior to your arrival date if different).**

#### Travel

Comprehensive travel directions to All Nations can be found on the website ([www.allnations.ac.uk/contact-us/find-us](http://www.allnations.ac.uk/contact-us/find-us)).

For those travelling by train to St Margaret's (Herts) station, who have provided us with an estimated time of arrival on their Arrival Form, we will do our best to arrange for you to be collected from St Margaret's Station. However, if that is not possible, you can book a taxi through our local company Kestral Cabs +44 (0)1920 877700). A taxi will cost about £10 from St Margaret's up to college.

#### ENROLMENT

On **Wednesday 17th April 2024** all new students studying on-site will need to enrol, including students who arrived early. This will be held in Easney House.

**Enrolment Form:** All students need to complete the Enrolment Form. This contains essential contact information and emergency details. This can be sent to Reception at [info@allnations.ac.uk](mailto:info@allnations.ac.uk) in advance of your arrival. If you need to make any changes to your contact details or emergency details, please advise the administrator at enrolment.

#### Verification Documents:

Depending on the course you are studying and other factors, students will need to bring different documents. Please see below for the list of documents you need to bring to enrolment:

- Identification documents – all students studying on campus, anyone on an OU validated programme (UG/PG), or on an ANCC certificate or diploma will need to provide original identification. This is a valid passport for overseas applicants, or for British students either a valid passport or birth certificate. If there is a change of name then we will also need to view the legal change of name document.

- Proof of Qualification - anyone on an OU validated programme (UG/PG), or on an ANCC certificate or diploma must provide an original qualification document, which can be either a transcript or a Certificate.
- DBS check report (or other national certificate of good behaviour) – new students. This can also be forwarded in advance to [k.herbert@allnations.ac.uk](mailto:k.herbert@allnations.ac.uk)
- Student loans confirmation letter – students receiving a student loan. This can also be forwarded in advance to [k.herbert@allnations.ac.uk](mailto:k.herbert@allnations.ac.uk)
- Completed enrolment form – if you have not already emailed to us at Reception ([info@allnations.ac.uk](mailto:info@allnations.ac.uk)), please complete this on arrival and give this to the enrolment administrator.

### **Student Visa Meeting:**

Those on a visa sponsored by All Nations will need to come to a separate meeting. We will inform you when this meeting will be taking place. Please bring to this meeting:

- your visa or sharing code
- your valid passport

If you have applied for your visa via the App you will be able to generate a code within 30 days of enrolment so that the College can check your status.

### **ORIENTATION**

For all new students, the full orientation programme for all new students (remote and campus students) and academic orientation for returning students is very important. This will include information about college life, your academic course and your course timetable. There will also be a few necessary forms to complete and choices to be made regarding the term ahead.

For Campus based students, the arrival date is a 'settling in' day for new students with various welcoming activities in the afternoon and evening. For those who have a specific reason and need to arrive early, the College does its best to give you a brief orientation to the site as soon as possible after arrival but those arrangements will be made individually with those concerned. The main orientation takes place during the official programme.

The draft orientation programme will be sent out a few weeks before orientation week. Those who are not living on the campus but planning to attend classes on campus will also have their own separate session.

### **ACCOMMODATION**

#### Single students and married couples:

If you are a single student or a married couple living on campus, you are asked to arrive between 2.00 pm and 4.00 pm on Wednesday 17<sup>th</sup> April (allowing time to settle in and unpack before the evening meal at 6.00 pm). Please don't plan to arrive at college before 2.00 pm unless you have made a prior arrangement to do so, as your room will not be available earlier than this. If it is likely that you will arrive later than 5.00 pm, please let your Training Administrator know in advance.

#### Families:

Families who will be living on campus may wish to arrive at college slightly earlier (see above) than the start of term. It is important for families to contact our Housekeeper, Kim Mina (email: [housekeeping@allnations.ac.uk](mailto:housekeeping@allnations.ac.uk), Tel: +44 (0)1920 443538) as far in advance as possible, to establish their date and time of arrival, in order for their college accommodation to be prepared. All families and students living offsite will need to attend a meeting time to be confirmed.

## DIETARY REQUIREMENTS

We provide a varied European diet with an international flavour, including a vegetarian option. If you require a special diet, e.g. gluten or lactose free, vegetarian, or if you have a medical condition which has special dietary requirements, please let the **Housekeeper and your Training Administrator** know well before the beginning of term, and put it on your arrival form.

## FACILITIES FOR THOSE LEARNING (BUT NOT LIVING) ON CAMPUS

You are able to use the facilities while you are on campus, but we also have some areas designated specifically for your use:

- A kitchen, including a fridge, in Easneye Hall has been set aside for your use
- A locker area in the Ash Centre where you can store your belongings.

## DAILY PROGRAMME

07.20	Chores * (please see separate section below on chores and maintenance)
07.50	Breakfast (08.30 on Saturdays and Sundays)
08.30/08.40	Morning worship or Tutor Groups
09.30	First period
10.30	Coffee break
11.00	Second and Third periods (with a 10 minute break)
13.00	Lunch
14.00	Afternoon activities (A few lectures, Maintenance, study, practical courses, sport etc.)
18.00	Evening meal
19.00	Study time
21.30	Hot drink

**Weekends:** Although most Saturdays are free, occasionally a short (optional) Practical course may be scheduled on a Saturday. Many social events are also arranged for Saturdays although these are voluntary. You are therefore recommended not to be away for more than two Friday or Saturday nights in any term.

## LUGGAGE

If you will be travelling by public transport, in the UK or from overseas, you may wish to send some luggage in advance. Please let the Housekeeper know what you will be sending on ahead. (i.e. box, suitcase, etc.) email: [housekeeping@allnations.ac.uk](mailto:housekeeping@allnations.ac.uk) or + 44 (0)1920 443538). Please do not bring more than you require, as space is limited.

- Casual clothing is normally worn around college but you will also need smart clothes for speaking engagements/college events and suitable clothing for sports, walking and practical work. You will also need **warm** clothing and waterproof shoes for the winter months.
- If you have space, you may also like to bring clothing/national dress from your country or from where you have worked.
- Sheets, pillows, pillowcases, duvets and duvet covers are provided for everyone living in full-board accommodation, but please bring your own towels. Duvets and pillows are provided for families living in self-catering accommodation, please bring your own sheets, duvet covers, pillow cases and towels.
- If you wish, you can also bring some crockery, some small items of cutlery such as teaspoons & tea towels, etc.

Washing and drying facilities are available in college. Some families have washing machines in their apartment/cottage. Washing powder etc. can be purchased from the college shop.

## IMMIGRATION AND VISAS

**When applying for visas to come to Britain please make sure you apply for these in plenty of time.**

Please ensure you are in close contact with your Training Administrator during your visa application process.

Some overseas students may need to register with the police a few days after arriving in the UK. If you have to do this, it will be made clear in your passport. The current registration requirements are a fee of £34 and two passport photographs (you may want to bring a few passport size photographs with you for your convenience). The registration will be arranged after your arrival at college by Karen Herbert in Administration.

## ELECTRICAL GOODS

All electrical appliances that you bring to college and are used on campus must be tested and certified for electrical safety. This will be done within the first few weeks of the term. This is to safeguard you and anyone else who may use your appliances. All appliances you bring must carry one of the following recognised British or international safety approval markings BEAB, BS, IEC or CE. Block adaptors (depending on type) may not be acceptable for use directly into wall sockets.

A desk lamp is provided in each residential student's bed/study room.

Due to fire regulations, students are asked **not** to bring electric heaters or electric blankets.

## I.T. FACILITIES

### Computers

The college has a Virtual Learning Environment (VLE) through which students obtain course materials and college information throughout the academic year; undergraduate and postgraduate students are also required to present all of their assessed work in typed form, so access to a computer is essential. (Please contact your Training Administrator if you are not able to bring a laptop with you.)

Postgraduate students should check with the MA Training Administrator to ensure they have all the IT equipment they need.

Wireless network access is available widely throughout the college campus, and wired network access is available in the bedrooms on campus that don't have wireless access.

### Email

All students are required to sign an Acceptable Use of ICT Agreement before using the college network, this declaration is included in the Enrolment Form. If you do not have an e-mail address *on* arrival at All Nations, the student computer representative will be able to help you with this. **Please make sure you inform the college if you change/have changed any of your contact details since making your application.**

### Internet

Internet access is available in the Library and all locations in college where there is wireless or wired network coverage. Please be considerate of others when using the internet, as the connection is shared with all staff and students - *excessive downloading of music, films etc. can overload the system.*

## TRANSPORT

We are some distance from main bus routes and the railway station, so bicycles (for which a good lock is essential), motorbikes and cars will prove useful (a car is essential for a family).

Some adult and children's bicycles are available to borrow on campus free of charge. There is ample parking space at college.

**Overseas students:** If you are planning to bring your own car, please contact the British consulate in your country regarding the regulations which you and your car must satisfy. It may also be helpful to look at the

government website at [www.gov.uk/driving-nongb-licence](http://www.gov.uk/driving-nongb-licence) . Please note that by law special car seats must be fitted for all children.

## SHOP

There is a small 'shop' on the college premises which carries a limited supply of stationery and other useful items. The Student Committee will inform students of the shop's opening hours at the start of term. For additional provisions, there is also a small supermarket and a pharmacy in the village and larger shops in nearby towns.

## CHORES & MAINTENANCE

Here at All Nations we work together as a community. We worship together, work together, and play together. Work is sometimes academic, sometimes spiritual, and sometimes practical so, we serve each other practically by cleaning, washing up, preparing and serving food and in many other ways for the benefit of the community and for our own growth.

You will be allocated to chores and/or maintenance teams (preferences are considered) for these tasks. On average, you will be allocated cleaning or kitchen work for 30 minutes each day and maintenance for 3 afternoons during each term.

To find out more information about chores and maintenance please see Section 8.3 in the Student Handbook (which you will find on the college website). Those learning but not living on campus should also see this section for details of how they are involved.

## SPORTS

Students will be able to take part in various sports including football, volleyball, badminton, table tennis, and snooker. A small gym is available on campus. Tennis, cricket, squash and swimming facilities are available locally for a small fee. Please bring appropriate clothing and equipment if interested.

## MUSICAL INSTRUMENTS

Worship and occasional informal evenings give opportunity for 'music making' so bring instruments with you.

## VACATIONS

Term finishes at 2.00 pm on the last Saturday of each term (i.e. students leave college premises from 2.00 pm onwards). Please factor this in when organising your return journeys and booking travel tickets, allowing sufficient time (after 2.00 pm) to travel to airports/stations/ferry terminals. Please note all students are **required** to be at college for the last Saturday morning of term. At the end of the academic year, students may stay on at college for an extra night, to fit in with their return travel arrangements.

**Conferences: Please note, the college is used for conferences during vacation times and all full board students are required to vacate their rooms for these periods.** Although it may be possible to help some students find accommodation during the vacations, the college does not take responsibility for students' vacation arrangements.

Apart from MA students (whose course extends beyond an academic year) only in exceptional circumstances may other students be granted permission to live on site during the vacations (e.g. as volunteers or whilst continuing their studies). However, please note that facilities which students (including MA students) can expect to be able to use during term time are not automatically available to them during the holiday periods, since the college operates as a conference centre at these times. Furthermore, (excluding MA students) accommodation is charged at the higher conference rates during holiday periods.

## NATIONAL INSURANCE

### UK students:

As a student you need not pay National Insurance Contributions but you should notify the Department of Work and Pensions that you are commencing a course of full time studies. If you have been paying Income Tax on the PAYE system (for employment) you may be able to claim repayment of tax. Further details/assistance can be found online via HM Revenue and Customs (income tax queries).

## MEDICAL

### UK students:

Be sure to bring your medical card with you - registration with the local doctor is arranged after arrival (Please contact Karen Herbert in Administration, who will advise how to register with the local doctor). In the light of previous experience we ask all women to be inoculated against German Measles. If in doubt, consult your doctor before coming to college.

### Overseas students:

The British National Health Service provides basic medical treatment for all students who are enrolled for a college course of more than 6 months duration, but please note that dental and eye treatment will normally have to be paid for by the patient. Please contact Karen Herbert in Administration, who will advise how to register with the local doctor

- See here for information about the Global Health Insurance Card which has largely replaced the European Health Insurance Card: <https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/>  
This site also gives information about existing EHIC cards which remain valid until the expiry date on the card. Please make sure you have this card **before** you travel as you will be required to show it if you need medical treatment.
- If you are enrolled for a course which is less than six months long (e.g. En Route) please note that you are only eligible for emergency medical treatment in the National Health Service. However some countries have reciprocal arrangements with the UK - check before leaving your home country
- Any student on a Student Visa, is exempt from charge for accessing any NHS services if, while their visa is still valid, they have paid the [Immigration Health Surcharge](#) when making their visa application.
- All other students will require medical insurance to cover hospital treatment.

Please contact Karen Herbert ([k.herbert@allnations.ac.uk](mailto:k.herbert@allnations.ac.uk)) for further information.

## DOCTOR REGISTRATION

In the UK you need to register at a doctor's surgery before you can be seen by a doctor unless you go to the accident and emergency department of a hospital. Therefore you have to register on arrival. **Please note, you will not be able to register until you are living on-site at the College as you need to be living in the catchment area before you are allowed to register.**

The GP details are: [Dolphin House Surgery](#); 6, 7 East Street, Ware; 01920 468777

You can register with the Doctor online through the following link:

<https://www.dolphinhousesurgery.co.uk/navigator/new-patient-registration/>

Temporary patients (those resident for 6 months or less) can register through the following link:

<https://www.dolphinhousesurgery.co.uk/practice-information/temporary-patient-registration/>

You will need to complete one form for each person in your family.



## **OPENING A BANK ACCOUNT IN THE UK**

If you are an international student and looking to open a bank account in the UK, there is a selection of banks in the area you can join.

The following link outlines which documents you will need to open different bank accounts and is useful in guiding you on the best bank to join depending on your circumstances.

<https://www.savesthestudent.org/international-students/top-international-bank-accounts-uk.html>

## **INSURANCE**

The college has a small amount of free cover for each student for personal property up to £1,000 per resident, with a single article limit of £500 and subject to an excess of £50. This covers fire, storm and theft, including temporary absences from college in term time. Laptops and jewellery are covered but subject to the single article limit of £500. There are no exclusions of specific items provided that the items are household goods or personal effects but personal money, credit or debit cards are excluded. If you need greater cover you should make your own arrangements (which will replace the cover mentioned above).

## **FEES**

Course Fees are payable within the first 2 weeks of term (unless you have arranged an alternate payment schedule with All Nations' Finance department). Further information can be found in the Student Payment Terms and Conditions, which can be accessed via a separate link in the pre-arrival information.

Payment can be made using a debit or credit card via our secure website: [www.allnations.ac.uk/make-payment](http://www.allnations.ac.uk/make-payment) Please quote "**FEES**" and **YOUR NAME** in the payment reference.

For information and ideas about fundraising/fees/questions about finance, please see the college website: via Admissions – Finance & Fees.

## **COUNCIL TAX**

Full-time, full-board students living on campus are exempt from Council Tax.

Students who do not live on campus (or live in a self-catering cottage on campus) who are studying for at least 21 hours per week, may be exempt. The college will provide you with a letter confirming your student status which can be sent to the local council to gain exemption from this tax.

## **CAMPUS ACCESS STUDENT HANDBOOK**

You will find much more information in our [Campus Access Student Handbook](#).