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## In an Emergency

Our 7-day, 24-hour Emergency Telephone number is: - 01243 773533

You can also find this number on the back of your student card and we recommend that you put this number in your mobile phone so that you do not lose it.

## Emergency Services - Telephone 999

### Ambulance, Police, Fire and Coastguard Service

## Passports



The college strongly recommends that you photocopy your passport, visa/entry clearance and ID card and keep it safe in case you lose any of these.

## Welcome to Chichester College and the City of Chichester

We are delighted you have chosen to study at this college and we hope that the course and your time here will meet all of your expectations. Adjusting to a different method of learning and studying, being in a foreign country with different customs and climate, having to think in a foreign language, and being so far from home and friends can make life very difficult for International students at first. So here are a few points to help you settle in and get the most from your course.

### Personal safety

Chichester is a very safe city, but to help you to stay safe at all times - remember the following advice.

- When you go out, find out where you're going and let your host family or Halls supervisor know and tell them when to expect you back.
- Plan ahead - how are you going to get there?
- Always go out with people you know and trust.
- Always use well lit, busy roads and avoid shortcuts through dark, quiet areas.
- Walk with friends and never walk alone at night - use a taxi.
- Stay alert - be aware of your surroundings - don't wear your personal stereo when out alone, you won't be able to hear if someone is following you.
- Don't speak to people you don't know, or go up to their cars, - even if they speak to you first.
- Never take money or gifts from people you don't know.
- Consider carrying a personal attack alarm but not a self-defence spray as they are illegal in England.

- Do not walk straight into the road; remember to look right when you cross the road - cars in England drive on the left.

### Travelling Safely

- If you are travelling alone on a bus, train or tube, always sit near other passengers.
- Plan your route and check on bus or train times before you leave. The phone number for this information can be found in the telephone directory.
- Never walk across or touch railway lines - they will kill you!
- Only share taxis with people you know.
- Never tell anyone your personal details.
- NEVER CARRY ALL OF YOUR MONEY OR PASSPORT WITH YOU AND TRY TO CARRY YOUR VALUABLES SUCH AS CAMERAS OUT OF VIEW.
- NEVER LEAVE YOUR BAG UNATTENDED IN PUBLIC PLACES. IT MAY BE STOLEN OR REGARDED AS SUSPICIOUS.

### UK Law

The laws in England may be different from your home countries. This especially applies to tobacco, alcohol and self-defence sprays.

- You must not carry drugs with you of any kind - unless prescribed by a doctor - or use illegal drugs including cannabis, ecstasy, LSD or amphetamines.
- You must be 18 to buy cigarettes or tobacco.
- You must be 18 to buy alcohol - some English pubs don't welcome under 18's.
- It is illegal to drink alcohol on the street in most city centres.
- It is illegal to carry weapons including self defence sprays.
- Don't shoplift or steal - you will be arrested and probably sent home.

### Be Polite

- It is usual to join the back of a queue in England - don't push in, it will make people angry.
- Be quiet on your way home at night.
- Don't block paths - if you need to group together, find an area with plenty of space.
- Don't drop litter - put it in the bin or take it home with you.

### Host Families

If you are staying with a host family, please remember that you are staying in someone's home, be respectful and make sure you pay your rent and bills on time and if asked, help with the chores around the house. Most families have their own house rules, for example if you are asked to be back by a certain time, please respect this request. Always ask before bringing friends home with you and never borrow any item from the house without asking permission first. Should you have any problems or feel homesick, don't suffer alone, speak to your tutor or a member of International Student Services.

### Bicycles

If you ride a bicycle you are required to follow the British Highway Code, for instance make sure you use the roads and cycle paths. **DO NOT** use the pavements and make sure that you wear bright clothing and use lights as soon as it starts to become dark. We also advise that you always wear a cycle helmet. If you do not follow the Highway Code, the Police can fine you at least £30.

If you cycle to college you are advised to lock your bicycle in one of the shelters **with a padlock**. Keys for the shelters can be obtained for a £5 (returnable deposit) from Eleanor Fisk, the International Student Support Officer.

### What if something happens?

These events are very rare in Chichester but if you are assaulted, followed or threatened, go to a shop, a police station or any public building and ask for help. Ask someone to contact the

police for you. Do not worry about the language difficulties, the police will find someone who speaks your language free of charge. If anything happens to you, do not keep it to yourself, tell your tutor, your host family or speak to someone in International Student Services.

Below is a good web site which will provide further information about personal safety while you are studying in the U.K.

<https://uk2.live.solas.britishcouncil.net/sites/britishcouncil.uk2/files/safety-first.pdf>

**The colleges 7-day, 24-hour Emergency Telephone number is 01243 773533**

We want you to be happy and successful during your time at Chichester College. Please remember that if you have any problems or questions at any time during your stay, please come to the Student Centre at the front of college and ask to speak to a member of the International Student Services team.

## Who's Who in the team:

Director of International Operations	Sarah Watson
International Student Services Manager	Kate Stenning
Student Recruitment & Marketing Manager (Int)	Mark Bloodworth
International Marketing Officer	Lisa Costello
International Student Support Officer	Eleanor Fisk
Japanese Liaison & Student Support Officer	Kumi McCloskey
International Group Course Officer	Tina Preston
International Admissions	Audrey Domec Cristina Chirita
International Administration	Jan Beacher
Accommodation Team Leader	Denise moon
Accommodation Advisors	Lisa Dawkins Nicola Evans
Accommodation Administrator	Shaaron Overstone

# Chichester Campus

Westgate Fields, Chichester, West Sussex. PO19 1SB  
01243 786321 [www.chichester.ac.uk](http://www.chichester.ac.uk)

**Chichester**  
college



## Accommodation

We hope you are happy with the accommodation arrangements, but if you are not happy, please tell us. If we think you have a genuine reason for wishing to change, we will try to arrange this, but we would ask you to note that accommodation is very limited in the area and it may take us a little while.

Try to remember that if things are different to those you have experienced in your own country, you should give yourself time to adjust, and to accept the differences as part of a new experience in a different country (and perhaps even a different culture). You should note that you must give one week's notice if you wish to leave your home stay accommodation. If you have signed a contract for halls it is usually very difficult to leave the accommodation before the end of the agreement unless the room can be re-let. We always advise you read your contract carefully before signing.

The College has a team of staff who look after your accommodation and welfare needs. If you would like to speak to them, please visit them in the Student Centre or speak to your Halls supervisor.

**International Student Services Manager** - Kate Stenning

**Accommodation Team Leader** - Denise Moon

**WHO TO TALK TO IF YOUR ARE IN ...**

**Homestay Accommodation** - Denise Moon

**Woodlands Halls of Residence** - Lisa Dawkins

**Westgate Halls of Residence** - Nicola Evans

**Our 7-day, 24-hour Emergency Telephone number is  
01243 773533  
Main office number is 01243 812205  
accommodation@chichester.ac.uk**

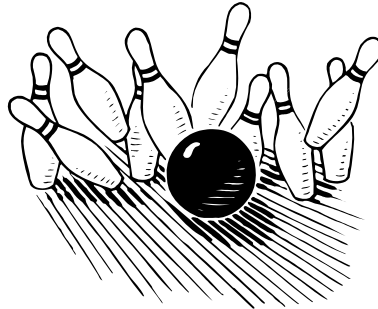




## Social Programme

As Chichester is a small and fairly quiet city in which to live, the staff in the International Directorate arranges a social programme to make your stay at Chichester College more interesting (and exciting!). Watch out for posters and notices for information about forthcoming events - the programme includes discos, theatre and cinema visits, bowling parties, excursions to places of historic interest and shopping trips. Details of these activities can be found on the notice board in C Block, on chi-online or in the Student Centre at the front of the college. You could also join our **Facebook** page - **Chichester College International Students** - which has regular updates on events and social activities. It is also a great way to meet new friends at college and see what else you can do here.

**You may be asked to pay for some of these activities.**



## Excursion Safety & Guidance Information for International Students

The International Centre operates a number of organised trips to towns and cities of cultural and historical interest. To ensure your welfare and safety during these visits we have put together the following information.

You will be given a map of the town or city you are visiting - make sure you check with the escort the time and place that you are to meet the coach for the return journey to Chichester.

Always tell the member of staff before leaving the coach if you intend to make your own way back to Chichester.

Walk on the pavement at all times - remember that vehicles drive on the left in the UK so check both directions before crossing roads. Use pedestrian crossings where possible.

Explore with a friend or in small groups, not on your own and try to stay in the major shopping/tourist areas.

Don't carry large amounts of cash. However, make sure you have access to funds should you miss the coach and need to take public transport back to Chichester.

Don't carry your passport unless absolutely necessary!

Be alert at all times - keep your personal belongings safe and do not accept drinks or rides in cars from strangers.

Avoid confrontation - walk away if you are being provoked or hassled.

**If you get lost, miss the bus or have any difficulties then please contact the 24hr College Emergency Contact Number 01243 773533. This number is on the back the International Support Officer's card (Eleanor Fisk) that you will be given on your first day.**

## Resources Available to International Students at Chichester College

### Additional Support

If you have an additional support need it is very important that you let your tutor know during your first week of study. Please provide your tutor with any evidence you have to support this, such as an educational psychologist's report. Any documentation should be no more than 2 years old and should be written in English. You may still be required to have an assessment by the College to determine what might be needed if taking an examination, such as extra time, use of a scribe or laptop. If you are taking an examination, this information will need to go to the Exam Board for consideration as soon as possible.

**CCG** - CCG-online is an online resource giving you access to all sorts of useful information about your studies as well as learning resources. You will also find all the information in this handbook and much more as well, so check it out soon!

<https://ccgonline.chichester.ac.uk/course/view.php?id=1071>

**Library** - All students, once you have your student card, can access the College Library which you will find in E Block.

**Open Access** - Once you have your student card, you will also be able to use the Open Access area, which is also in E Block, for your course work as well as emailing home and keeping in touch with your family and friends.

### The International Student Services team

You can find the International staff in the Student Centre behind main reception at the front of the college (Chichester Campus). They are available from 8.30am to 5.00pm Monday to Friday. The staff will always be on hand to help any International student who has a problem, no matter how big or small.

**Need a Doctor** - Ask the International staff in the Student Centre, or speak to your Halls of Residence Supervisor and they will be pleased to help you. If you live with a Host family, you should ask them to help you register with their doctor.

**Opening a Bank Account** - The International team can help you to open your bank account. They can provide you with a letter that will make things easier for you at the Bank. Fill in the form which you can collect from the Student Centre, or find it on chi-online and collect the letter the next day.

If you have a **student visa** and may need to **renew your visa** while in the UK, consider choosing an account or a bank that issues monthly bank statements. Online statements may not support a visa application. Keep and file your bank statements, obtaining reprints can take time, and is often expensive.

***\*Please note that the banks will not normally open an account for students who are studying for less than 3 months.***

**Brinsbury Campus** - If you will be studying at Brinsbury Campus, you can collect a map of the campus and a train timetable, from International Student Services in the Student Centre.

**Social Programme** - Don't forget to sign up in the student centre or C Block to book your place or buy your ticket for one of the many different things offered as part of the social programme.



## Code of Conduct

### Attendance

Make sure you attend all your classes and arrive on time for each class.

The College expects all students to maintain 100% attendance and punctuality. Poor punctuality will affect your final attendance percentage.

The College has a Positive about Behaviour Policy which supports all students through their time at the College. This policy talks through the College referral system which is there to support students to attend and achieve on their course. This covers any behaviour concerns raised as well.

**If you are ill please email before 9am** to inform Eleanor Fisk (EFL, International Foundation and Study Year) or your student tutor if you are studying A Levels or vocational courses. The telephone numbers are on the back of this handbook.

If you are taken ill during the day you must inform your subject teacher, student tutor AND come to the student centre on your way out. This is so we can offer support.

Please remember that the college keeps a record of your attendance that will be forwarded on to your new college or university and this could affect whether you are offered a place. It will also affect your application for a new visa if you need one.

### Holidays & Absences during term time

Please make a note of the term dates and do not take holidays during term time without your personal tutor's **written permission**. This must be forwarded to the International Student Support Officer (Eleanor Fisk) **before you leave for your holiday!** Any study time that is missed **will** affect your final mark. To be eligible for term time leave, all students must have at least 95% attendance and be up to date with all their course work.

**Tier 4 Students** **must** request permission from the International Student Support Officer before travelling. Failure to do so could mean that you are withdrawn from your course.

**Please note that the college is now required to report to the Immigration Authorities any unauthorised absences during term time.**

### Tutorials

Attend your tutorial with your personal/student tutor as this gives you a chance to discuss how your course is going. This is your opportunity to discuss your progress.

**Do not forget to attend your tutorial.**

### Homework

All students including those on study year programmes should hand in their homework on time and make sure it is clearly presented. Homework is not always written, sometimes it will involve reading or finding out information. This must also be done to enable you to participate fully in the class.

### Student Referral Procedure

The Student Referral process is an important part of the student support. It is designed to support you in taking responsibility for your own learning and behaviour. An individual strategy to address any issues or difficulty will be devised to support your learning. The purpose of referral is to get a

speedy resolution for any difficulties experienced by you and so help prevent issues turning into major problems.

#### Referral support might be used:

- If you have been absent from lessons
- If you have persistent difficulty with punctuality.
- If your behaviour is inappropriate and prevents learning.
- If you continually fail to submit assignments, coursework and do not meet deadlines set.

The process has 4 stages. Students may begin the process at any stage other than stage 1, depending on the seriousness of the problem. For example, acts of discrimination, harassment or victimisation are treated as a serious offence and may require a move directly to stage 4. Other serious offences include violence towards staff or students, drug offences, acts of vandalism, dangerous conduct, alcohol or theft. Students can go down as well as up the scale depending on their progress.

**Please be aware that at Stage 4 you could be asked to leave the college**

## Keeping Healthy

When you first arrive in a new country, it can be easy to concentrate on your studies and forget about taking care of your health. The details below give advice about how to obtain medical treatment should you need it.

**We recommend that students register with a doctor as soon as possible** even if you are not sick. Ask the International staff in the Student Centre, or speak to your Halls of Residence Supervisor and they will be pleased to help you. If you live with a Host Family you should ask them to help you register with their doctor.

**Students from the EEA** will need to show their **EHIC card** to claim treatment from the N.H.S. *If you have come to the UK without one, please speak to International student services in the student centre who will be able to advise you how to apply for this.*



**Non EEA students whose course of study is for six months or more** will qualify for N.H.S. treatment dependent on specific criteria being met during your stay, this includes visa and course type as well as attendance record. It is advisable to have Travel Insurance during your stay if there is any doubt as to whether you will be entitled to receive free NHS treatment.

**Non-EEA students whose course of study is for less than six months** will qualify for emergency treatment only and will have to pay for any further treatment, so we recommend that you take out private medical insurance as soon as possible if you have not already done so.

**You should be aware that under UK immigration rules a person with outstanding debts may be denied a further immigration application to enter or remain in the UK.**

### List of Doctors and Dentists in Chichester

#### DOCTORS

PARKLANDS SURGERY, PARKLANDS ROAD, CHICHESTER  
Drs Patient, Clarke, Mtharu, Shipsey, Munir and Palan.  
Tel: Appointments: 01243 786827

CATHEDRAL MEDICAL GROUP, CAWLEY ROAD, CHICHESTER  
Dr Ashby, Bisatt, Evans, Sloley, Giles, Almashata, Hydes and Walters.  
Tel: Appointments: 01243 813450

LANGLEY HOUSE, 27 WEST STREET, CHICHESTER

Dr Walker, Dunlop, Bonsey, Davis, Davies, Burkes and Crabtree  
Tel: Appointments: 01243 782955

LAVANT ROAD SURGERY, 8 LAVANT ROAD, CHICHESTER

Dr Williams, Barnett, Jackson, Pullen, Lewis, Price, Last and Hall.  
Tel: 01243 527264

Out of hour's service for all of the above doctors - Tel: 111

The current charge for a prescription issued by the doctor for medication is £8.20 per item.

## DENTIST

The emergency Dentist is situated at St. Richards Hospital.  
Phone 01243 831790 ext.25 after 5.30pm to arrange an appointment.  
The cost will be approximately £25.

There are other dentists including one at the Sainsbury's supermarket just outside the ring road.  
Further details can be collected from the student centre.

*If you are ill please telephone the college before 9am and inform your tutor.  
The telephone numbers are on the back of this handbook.*

## How to get the Right Treatment from the NHS

**Keep the Accident & Emergency department free for those who really need it** and take care of everyday illnesses at home. Advice is available from the College Nurse or your local pharmacist.

**College Nurse** - The college nurses are available on campus through the week. Please check with International Student Services for the times and where you can find her.  
The nurses can deal with minor illness, cuts and bruises, strains and sprains, stomach upsets, coughs and colds and advice on emergency contraception.

**Pharmacist** - Your local pharmacist is a qualified expert and can give confidential advice on common minor illnesses like coughs, colds and headaches, as well as medicines and emergency contraception. The nearest to the college is in North Street in BOOTS the chemist.

**Visiting the Doctor or the Hospital, remember to take with you the following documents:**

**EEA Students** should take with them their Passport and or ID card, EHIC card and letter from the college.

**Non EEA Students** should take their passport, BRP card, Visa if applicable, a letter from the college and travel insurance documents.

**Doctors Surgery** - If the options above are not appropriate to your condition or the college nurse recommends that you see a doctor, you will need to make an appointment with the doctors' surgery. The doctors can help with all medical advice. To find your local doctor, please speak to International Student Services or consult your International Handbook for doctor's details.

**NHS 111** - is the NHS non-emergency number. It's fast, easy and free. Call 111 and speak to a highly trained advisor, supported by healthcare professionals. They will ask you a series of

questions to assess your symptoms and immediately direct you to the best medical care for you.

NHS 111 is available 24 hours a day, 365 days a year. Calls are free from landlines and mobile phones

### **The Accident and Emergency Department at the hospital**

**ONLY** visit the Accident and Emergency department for emergencies, such as loss of consciousness, severe chest pain, breathing difficulties, deep wounds and severe bleeding, suspected bone breaks or serious accidents.



## **Immigration**

### **Biometric Residence Permits**

#### **What must I do when I receive my biometric residence permit?**

You must **check your permit carefully** when you receive it, to make sure that all the details on it are correct. If you find a mistake, you must speak to the International desk as soon as possible.

#### **How do I use my biometric residence permit?**

Your biometric residence permit is evidence of your permission to stay in the UK, and shows the conditions of your stay. It enables you to confirm your identity and your rights to study. You must **take your permit with you if you go abroad** while you have permission to stay in the UK. The permit proves that you are allowed to return to the UK, but it cannot be used instead of a passport or travel document.

#### **What must I do if my biometric residence permit is lost or stolen?**

If your biometric residence permit is lost or stolen, **you must report the loss or theft** to the Police and obtain a crime reference number, once you have done this, then speak to the International desk who will help arrange your replacement BRP card.

If your permit is **lost or stolen while you are outside the UK**, you must apply for a Replacement BRP visa in order to re-enter the UK. You must then apply for a new biometric residence permit within 1 month of re-entering the UK, please see the International desk who will assist you with this.

#### **What must I do if I change my circumstances?**

You must to tell the UKVI of any changes, by completing a Migrant Change of Circumstances (MCC) form, this can be found online. Print and complete the form, and post it to the address

shown on its front cover

### What do I do if my biometric residence permit is near its end date?

If you have limited leave to enter or remain and you wish to remain in the UK, you will need to make a further application before your leave expires. You will need to enclose your biometric residence permit with your new application.



## Immigration

### Police Registration

You may have been given an instruction in your passport or on your BRP card, which requires you to register with the police. **Please check your passport and BRP card very carefully.**

**IF YOUR ENTRY CLEARANCE/VISA STATES THAT YOU MUST “REGISTER WITH THE POLICE WITHIN 7 DAYS”, THIS IS WHAT YOU SHOULD DO**

**TO REGISTER WITH THE POLICE YOU WILL NEED THE FOLLOWING:**

- £34 FOR THE COST OF REGISTRATION
- 2 PASSPORT PHOTOGRAPHS
- YOUR PASSPORT
- UK ADDRESS
- STUDENT CARD

At the beginning of the term you will be able to register within college, posters will advertise the date that the Nationality Officer will visit. If you miss this date do not worry, an appointment can be made for you to see them either by speaking to the International desk in the Student Centre or by ringing 01273 404011.

**When you arrive at the Police Station please ask for the Nationality Officer**

If the Nationality Officer wishes to speak to the College, they should contact the International Department, telephone 01243 536294.

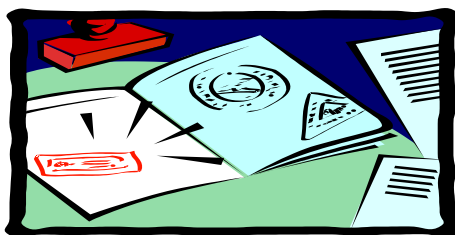
### Important Notes

If you have already registered and already have a police registration document you will need to re-register with the LOCAL Nationality Officer - for this you need not pay any more money but you do need to **advise them of your change of address, new visa and course**.

**You must report all changes regarding your address or college and also if you are given a new visa to the Nationality Officer as soon as possible.**

Failure to report these changes or failure to produce your certificate when asked to by an immigration or police officer, or having in your possession (or using) a forged, altered registration certificate, passport or similar document could result in either a fine of up to £5000 and/or 6 months imprisonment. Please contact the International desk in the Student Centre who can assist you with this.

If you require any assistance, please ask the International team in the Student Centre



## International Students with Student Visas

Your responsibilities and important things you should be aware of.

- Make sure that the International Student Services team in the Student Centre have a copy of your current Passport, Visa, BRP card and latest immigration entry stamp. This will be needed for you to enrol.
- Inform International Student Services **immediately** of any changes to your permanent home address, your term time address, email address and mobile telephone number. There is a form in the back of this handbook.
- Inform International Student Services in the Student Centre if you decide to leave Chichester College before the end of your course.
- Request **permission** from the International Student Support Officer before taking any term time leave, including going home a few days early for the college holidays.
- Inform the International Student Support Officer before 9am each day if you are sick and will not be attending college on that day.



- Remember, if your visa allows you to work while you are studying in the UK, you must not work more than **the allowed time** during term time. Please check with the International team if you are unsure how many hours you are allowed to work per week during term time.
- Allow plenty of time to renew your visa- **do not let the visa expire.**
- If you should want to change college, you will need to apply for a new visa. This is because your current visa only allows you to study at Chichester College.

**Short Term Students** must leave the UK either before their immigration permission ends or at the end of their course whichever is sooner.

Student visitors are not allowed to renew or switch in the UK. If you wish to continue studying in the UK after your immigration permission ends, you will need to return home and apply for entry clearance as a Tier 4 student.



## Studying and Part-time Work

Before you look for a job please consider the following points.

- **Don't let your job get in the way of your studies.** You have been accepted at Chichester College to study and will be expected to attend all the classes on your timetable. You will also be expected to complete all course work and homework, if you do not do this you risk failing your course.
- **Check you know what you're getting.** If you take work through an employment agency, make sure the conditions and pay are clearly explained before you start work, preferably in writing. In the past International students have had problems with agencies concerning this point.
- **Will you have to pay tax?** Ask your employer/agency to explain whether your pay will be taxed - if it is, you should be able to claim it back.
- **Will I need a National Insurance number?** Yes. Contact the local Benefits Agency or Job Centre for details of how to apply.

- **How will I be paid?** Most employers will pay by cheque or direct in to a bank account, before taking a job make sure you have a bank account in place.
- **Problems** - sorry, but the International Directorate cannot accept responsibility for any problems you may have with employers or agencies.

## EU Students and Employment

I am a student from the European Economic Area Country.

Can I work in the UK? Yes.

Currently Students from Croatia will need to request permission from the Home Office before they start work.

Students from the countries above who are required to do a work placement as part of their course, will also need to apply.

More information on working in the UK is available on the UK GOV web site -

<https://www.gov.uk/croatian-national>

## International Students and Employment

I am a student from outside the European Economic Area.

Can I work during my studies?

Check your passport and BRP card. You need to see what your latest visa conditions, issued by the UK immigration authorities, say about employment.

1

Work 10 Hrs Max in Term Time  
or  
Work/Business as in Tier 4 rules

2

Leave to enter for 6 months  
Employment and recourse to public  
funds prohibited.  
or  
No Work

This stamp is referred to as a **restriction** on working stamp

This stamp is referred to as a **prohibition** on working stamp

If you have a **prohibition** stamp in your passport, you are not allowed to work.

If you have a **restriction** stamp in your passport and your Tier 4 Entry Clearance or visa was issued on or after the **3<sup>rd</sup> March 2010** then you are only allowed to work up to **10 hours** per week during term time.

If your Tier 4 Entry Clearance or visa was issued after **3<sup>rd</sup> August 2015** then you are no longer allowed to work while studying at Chichester College.

If you are permitted to work then you are allowed to take the following kinds of work:

### **Part-time work and work during vacations**

You may be allowed to work during term time and up to full-time hours during vacations, but you must not be:

- engaging in business or self-employment
- providing services as a professional sports person or entertainer
- pursuing a career by filling a permanent full-time vacancy.
- Work longer than the hours you are allowed.

### **Consequences of breaching work conditions**

- Criminal offence.
- Deportation.
- If not in breach of conditions, but working rather than studying - leave could be curtailed.
- Refusal of extensions.

## Have you changed your address, mobile or email address?

Please keep the college informed of any of the above changes by completing the form below and handing to the International Student Services team in the Student Centre.

.....

### **STUDENT'S CHANGE OF ADDRESS NOTIFICATION FORM**

Student Number .....

Surname .....

First Names(s) .....

Date of change .....

Permanent / Termtime Address (delete as appropriate)

New Address .....

.....

.....

.....

Post Code .....

Mobile Phone No. ....

Email Address .....

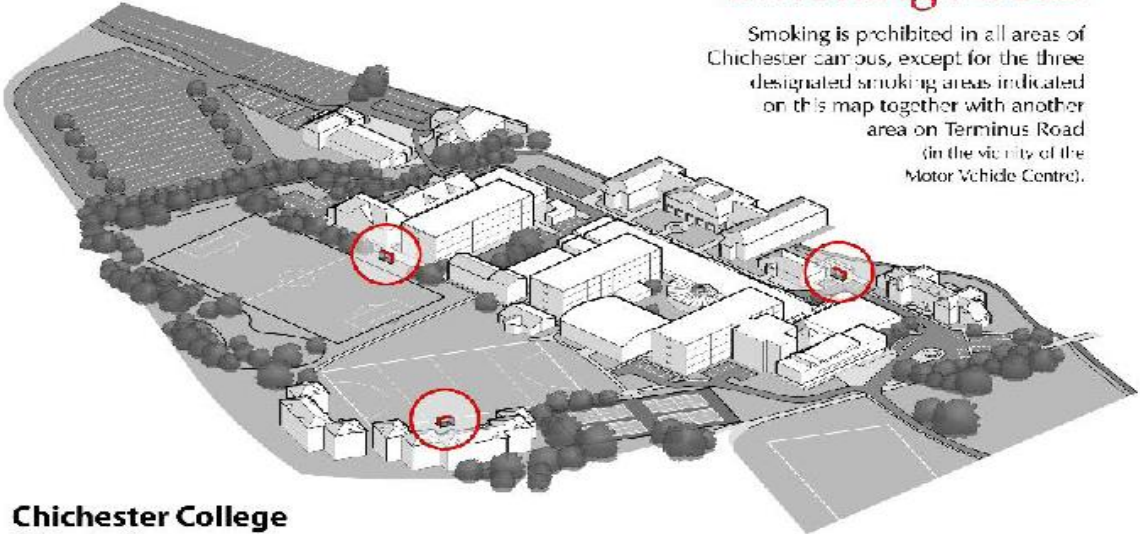
Student's Signature .....

Date .....

Please remember that Chichester College is a non smoking campus. Only smoke in the designated areas.

## Designated Smoking Areas

Smoking is prohibited in all areas of Chichester campus, except for the three designated smoking areas indicated on this map together with another area on Terminus Road (in the vicinity of the Motor Vehicle Centre).



**Chichester College**  
Chichester Campus

## Summary

Chichester College is very pleased to welcome you. We believe that you will find all the staff at the college very supportive and helpful.

Don't forget that members of the International Student Services Team are especially here to help. No matter how big or how trivial the problem, we will try to help. We can only try to solve problems if you tell us about them.

We wish you all a very happy and productive stay in Chichester.

### *The International Student Services Team*

