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| **LEAP** – LANGUAGE EXPERIENCE FOR ALL PROGRAMMEUNIVERSITY LANGUAGE CENTRE***Please return form to:*** *See overleaf***www.ulc.manchester.ac.uk/**1824%20Single%20Colour%20Logo%20(Purple) |
| **IMPORTANT** |  |
| *THIS FORM IS FOR CURRENT UNDERGRADUATE/POSTGRADUATE STUDENTS AND MEMBERS OF STAFF OF THE UNIVERSITY OF MANCHESTER* ***ONLY***. Erasmus/overseas students can also use this form for courses other than LEAP English, but if you wish to apply for a LEAP English course you need to complete the *LEAP English enrolment form*. Members of the public need to use a different form too. It is important that applicants read the Further Instructions on the back of this form before completing it. See also ‘How to complete this form’ overleaf. |
| **PERSONAL DETAILS** |  |
| Surname(s)Click here to enter text. | First name(s)Click here to enter text. |
| Email address Click here to enter text.**Note:** All credited students must enter their primary University of Manchester’s email address, @student.manchester.ac.uk See ➀ overleaf | ID number (*number on your student card*)Click here to enter text. |
| Year of study in September 2016     |
| Programme in which you are registered (e.g. BA(Econ)). Add ‘staff’ or ‘postgraduate’ if applicable. Erasmus students must state home university and degree title at home university. Click here to enter text. |
| Nationality: Click here to enter text. |  |  |  |  |
| **COURSE DETAILS** |  |  |
| *SEE ➁ OVERLEAF* |
| **Language** | **Level** | **Group** | **Code** |
| Select language | Select level | Select group | code (1) Code (2) |
| Select language | Select level | Select group | code (1) Code (2) |
| What knowledge, if any, do you already have of your chosen language? See ➂ overleaf and note belowClick here to enter text.**Very important:** If you wish to do a course as a credited students, you must apply for the one which corresponds with your current / recent level of language achievement, e.g. if you posses A-level standard (or equivalent) the corresponding course is usually the level ‘Further’. See the LEAP website for course descriptions and levels. If unsure, you must contact the LEAP office (leap@manchester.ac.uk). |
| Do you have 20 credits available for this course? *See ➃ overleaf**(10 if Introductory level – not beginners)* |  [ ]  No [ ]  Yes |
| If ‘NO’, you must pay a fee for the course. Fee includes assessment, and is payable on enrolment.  *See ➄ overleaf* |  [ ]  (£330)(£165 if Introductory level) |
| Please indicate how you found out about the courses:Click here to enter text. |

 **By ticking the box below, I certify that I have read and understood the information contained in this form and that the information I provide is correct**

 Signature: [ ]  Date: Enter date

It is strongly advised that you read our FAQs page for further information on the way the courses run, credits, fees, etc.:

<http://www.ulc.manchester.ac.uk/languages/information/faqs/> (undergraduate/postgraduate)

<http://www.ulc.manchester.ac.uk/languages/information/faqsforstaff/> (members of staff)

By signing this enrolment form you have undertaken to attend **at least 75% of the course**. Failure to do so may result in your being prohibited from gaining credits from the course.

**Non-credited students**

If you are **NOT** doing a course for credit, you will have to pay a fee. Cheques should be made payable to "The University of Manchester". Fees must be paid prior to starting the course. **Fees are not refundable after three weeks from the starting date for full-year courses, or one week for one-semester courses, except in exceptional circumstances**. **If refunded, there will be an administrative charge of £40.00.**

Please note that priority is given to credit students. Also note that you will **not** be placed in the queue until payment is received. **Further instructions on our FAQs pages on the website** (see link above)**.** It is also important, particularly for postgraduate students, that you see the section in ‘Essential Information’ (see link above) headed ‘Should I sign for a language course or not?’

**Language level**

Credited students must enrol on a course which corresponds with their current level of language proficiency, e.g. if you possess A-level standard (or equivalent) the corresponding course is usually the level ‘Further’. Each individual course description (see the website) indicates the starting level in the pre-requisites section. If unsure, you must contact the LEAP office. **Note that failure to disclose relevant information for the course/language you are applying for may result in losing your place, even after the course has started.**

**HOW TO COMPLETE THIS FORM**

➀ Enter your preferred email address if you do not yet have your university email account at the time of completing the form.

➁ The course unit code is available from the course description page on the website, <http://www.ulc.manchester.ac.uk/languages/leap/> (e.g. ULFR10010 for Beginners’ French). See *Timetables* (you will see a link in the course description pages)to choose a group - if there is more than one available. If you are completing this form before 11th September 2016, and do not yet know your timetable, you will be placed in a group at random. Note that you should not post this form after 15th September 2016 as after this date you can only enrol in person (see Welcome Week in our FAQs pages).

➂ You **must** answer this question (see ‘Language level’ above); your answer must be as precise and concise as possible, e.g do not enter ‘a little’ if you have a GCSE in the language. Instead, enter (for example) ‘GCSE grade B three years ago’. Information relevant to the language you wish to do - such as ‘spent three months in Peru’ if Spanish – must be included, as well as things such as nationality - e.g. ‘Mauritian’ if you wish to do French. Enter ‘none’ if you do not have any knowledge of the language. See also ‘Language level’ above.

➃ See our FAQs (link above) for further explanation on credits.

➄ See our FAQs (link above) for further explanation on fees, how to pay, and more.

Please return the form to:

andres.lozoya@manchester.ac.uk (all courses except LEAP German)

angela.aspden@manchester.ac.uk (LEAP German and Dutch **only)**

or by post to Room LG8.2, Samuel Alexander, University of Manchester, M13 9PL