

Welcome to Regal International College

We are delighted to welcome you to Regal International College (Regal) and hope that your time with us will be rewarding.

At Regal we are proud to offer a friendly environment conducive for both learning and personal development. This approach has earned our college an enviable reputation among students. As you may already be aware, we are committed to quality and continuous development of our staff, so that, you as our customer is provided with an excellent educational service. We continuously strive to expand the facilities and the portfolio of courses offered to students. In this academic year we aim to expand the courses available to our students. Our small class sizes enable maximum tutor student interaction. We have no doubt that you and our staff working together as a team will lead to success.

Thank you for choosing Regal and Best Wishes.

Management

People Who Can Help You

- 1) Mr. S. Sivakumar – Director / Academic Head***
- 2) Mr. S. Venugopal – Head of Admin / Student welfare***
- 3) Dr. Yuvi Thangarajah – Marketing & Business Development***
- 4) Mrs. Dharshini - Administrator***
- 5) Miss M Nihara – Course Co-ordinator***

Note: It is your responsibility to make sure that the College has your correct address and telephone number at all times. If you change either address or telephone number then you must give your new details to Administrator

Our Mission

“Regal International College is dedicated to providing quality educational service in Information Technology, Management, Business Management, Accounting, English Language Studies in order to produce highly skilled personnel demanded by today's workplace. Our goal is total Student satisfaction”.

Equal Opportunities

Regal is committed to equality of opportunities towards its staff and students. The college will not discriminate on the basis of race, ethnic origin, gender, creed, marital or personal status, sexual orientation, age, belief or disability.

Police Registration

If, when you arrived in the UK, Immigration stamped your passport to say you must register with the police, you must register within 7 days at your local Police at fees specified in the form and please keep your registration in a safe place and notify change of address to Police immediately.

Facilities at the college

Premises

The college premises consist of two floors at heart of Wembley, which is opposite Wembley Central Tube Station. The college and a computer laboratory is housed in the first floor with one large lecture room and there are 3 small lecture rooms and student common area in the ground floor.

Library

Students have access to range of books. Subject to availability students are allowed to borrow books for short periods.

Computer Laboratory

A computer laboratory with network is available to all registered students with unlimited free internet access and the building has wireless to use Laptop and mobile internet.

Food and Refreshment

The college is situated at the centre of Wembley with easy access to fast food and other restaurants. Students may consume food and refreshments at the designated area. College follows No Smoking Policy.

Awards ceremony and Christmas Party

Awards ceremony and Christmas party is held every year, when students are encouraged to bring their friends and relatives.

Sports & Recreation

The college may negotiate a special group discount from the local health and sports centre if sufficient students join the centre. Contact the administrative staff or visit our web-site for further details. College generally has its Annual Sports Day during the month of June, Annual Excursion Day in the month of July and Award & Dinner Dance in December. All students are welcome to participate in these events with friends and families.

What is expected from the student?

☐ Attendance

Students are required to attend lectures as specified in the timetable. All students are required to sign the attendance sheet during lecture session in the morning and afternoon which will be signed by the lecturer. Students are reminded in order to maintain their immigration status, must adhere to the college and UKBA rules and regulations. These policies are elaborated in detail in our attendance policy separately on our website under “Attendance Policy”.

☐ Tuition Fees

Students are expected to pay the unpaid part of their tuition fees, on due dates as agreed with the administrator. Failure to pay the fees at the agreed time will lead to suspension from registration and inform the Home Office.

☐ Smoking, intoxicating substances and mobile phones

Smoking or consumption of intoxicating substances is strictly forbidden at the premises. In the interest of hygiene and damage caused to property, chewing of gum and/or irresponsible disposal of it within the premises will not be tolerated. Mobile phones must be switched off during lectures.

☐ Health and safety

While in the premises students have a responsibility to behave in a manner that will not put themselves or others in any physical danger.

☐ Dress code

The college does not specify a dress code for students. However students are expected to present themselves in suitable manner, respecting the comfort of fellow students and staff.

☐ Course work & Plagiarism

Students are expected to complete and submit assigned course work on time and to the required standard. This must be the own work of the student unless group work is assigned. Whilst students are encouraged to use the internet and Text books to research an assignment with Harvard Style referencing in their course work.

What can you expect from the college?

□ Induction

The college will provide comprehensive induction so that the student settles in comfortably to face the task ahead at studying at Regal International College.

□ Fees & Refund

The college will allow the student to pay the tuition fees in instalments in certain circumstances and if a student decided to change the college without any prior approval by the Management the paid course fee will not be refunded. The detailed policy is elaborated in our Student Application form.

□ Tutors

The college will ensure that the tutors are suitably qualified and continually trained to deliver the required programme.

□ Study Materials

The college will provide up-to-date and well-presented study materials in the form of Hard and / or Soft Copy for Certain subjects. There is a small collection of reference books on various subjects at college Library and Students are encouraged to register with Emerald and / or Athens study resource systems.

□ Equipment and Facilities

The college is committed to continually upgrading equipment and facilities at the college.

□ Complaints

The college will investigate and resolve complaints relating to any aspect of its services in an impartial manner.

□ Personal Problems

The college will provide caring and confidential counselling in respect of personal problems and should consult the Staff Welfare Officers.

□ Health and Safety

The college will ensure that the premises meet with the standards required of an educational establishment.

Fire Exit

Every Class room as a floor plan explaining the Fire Exit and regularly we conduct Fire drill and all students must familiarise this procedure

and note the Fire Exit routes. First floor fire assembly point is near Primark foyer and ground floor assembly point is under the bridge.

2010/2011 Academic Calendar

College Year	Term Start	Term End
Autumn	06/09/2010	17/12/2010
Spring	10/01/2011	15/04/2011
Summer	03/05/2011	15/07/2011
Total		

2011/2012 Academic Calendar

College Year	Term Start	Term End
Autumn	05/09/2011	16/12/2011
Spring	09/01/2012	30/04/2012
Summer	16/04/2012	13/07/2012
Total		

Public and Bank Holidays	2011	2012	2013
New Year's Day	03 Jan	02 Jan	01 Jan
Good Friday	22 Apr	06 Apr	29 Mar
Easter Monday	25 Apr	09 Apr	01 Apr
Early May Bank Holiday	02 May	07 May	06 May
Spring Bank Holiday	30 May	04 Jun	27 May
Summer Bank Holiday	29Aug	27 Aug	26Aug
Christmas Day	26 Dec	25 Dec	25 Dec
Boxing Day	27 Dec	26 Dec	26 Dec
Substitute Bank Holiday in lieu of 26 th	-		
Substitute Bank Holiday in lieu of 25 th	-		
Note other Bank Holidays such as Royal Wedding day, Jubilee Anniversary etc			

Annual Sports Day : 24/06/2011, 22/06/2012
Annual Excursion Day : 15/07/2011, 13/07/2012
Christmas Party and Annual Award Ceremony : 16/12/2010, 15/12/2011

Useful Addresses

British Computer Society

1st Floor, Block D
North Star House
North Star Avenue,
Swindon, Wiltshire SN2 1EA
Tel: 0845 300 4417
Web: www.bcs.org

ABE

William House
5th Floor, CI Tower
St Georges Square
New Malden
Surrey KT3 4TT
Tel: 020 8329 2930
Web: www.abeuk.com

Home Office

Immigration and Nationality Directorate
Lunar House
40 Wellesley Road
Croydon CR9 2BY
Web: www.ind.homeoffice.gov.uk

Immigration Advisory Service

190 Great Dover Street
London SE1 4YB
Tel: 020 7967 1200
Web: www.iasuk.org

Pitman Qualifications

1, Giltspur Street
London EC1A 9DD
Tel: 020 7294 2800
Web: www.pitmanknowledge.co.uk
www.city-and-guilds.co.uk

NCC Education

The Towers
Towers Business Park
Wilmslow Road, Didsbury
Manchester M20 2EZ
Tel: 0161 438 6200
Web: www.nccedu.com

British Council

10 Spring Gardens
London SW1A 2BN
Tel: 0161 957 7755
Web: www.britishcouncil.org
**The Council for International
Education (UKCOSA)**
9-17 St Albans Place
London N1 0NX
Tel: 020 7107 9922
Web: www.ukcosa.org.uk

High Commissions and Embassies in London

Australia Australia House, Strand, WC2B 4LA 020 7379 4334
Bangladesh 28 Queens Gate, SW7 5JA 020 7584 0081
Canada McDonald House, Grosvenor Square, W1X 0AB 020 7258 6600
Czech Rep. 26 Kensington Palace Gardens, W8 4QY 020 7243 1115
France 58 Knightsbridge, SW1X 7JT 020 7073 1000
Germany 23 Belgrave Square, SW1X 8PZ 020 7824 1300
Ghana 13 Belgrave Square, SW1X 8PN 020 7235 4142
India India House, Aldwych, WC2B 4NA 020 7836 8484
Ireland 17 Grosvenor Place, SW1X 7HR 020 7235 2171
Italy 14 Three Kings Yard, W1Y 2EH 020 7312 2200
Jamaica 1–2 Prince Consort Road, SW7 2BZ 020 7823 9911
Kazakhstan 33 Thurlowe Square, SW7 2SD 020 7581 4646
Kenya 45 Portland Place, W1N 4AS 020 7636 2371
Latvia 45 Nottingham Place, W1M 3FE 020 7312 0040
Lithuania 84 Gloucester Place, W1U 6AU 020 7486 6401
Malaysia 45 Belgrave Square, SW1X 8QT 020 7235 8033
Mauritius 32/33 Elvaston Place, SW7 5NW 020 7581 0294
New Zealand 80 Haymarket, SW1Y 4TQ 0870 005 6962
Nigeria 9 Northumberland Avenue, WC2N 5BX 0870 005 6963
Pakistan 35 Lowndes Square, SW1X 9JN 020 7664 9200
Poland 47 Portland Place, W1N 3AG 0870 774 2700
Portugal 11 Belgrave Square, SW1X 8PP 020 7235 5331
Russia 13 Kensington Palace Gardens, W8 4QX 020 7229 3628
Singapore 9 Wilton Crescent, SW1X 8SP 020 7235 8315
South Africa S.Africa House, Trafalgar Sq., WC2N 5DN 0870 005 6974
Spain 39 Chesham Place, SW1X 8SB 020 7235 5555
Sri Lanka 13 Hyde Park Gardens, W2 2LU 020 7262 1841
Switzerland 16 Montagu Place, W1H 2BQ 020 7616 6000

