

Essential information

How and when do I apply?

We have a dedicated application period where applications are made online – [find out more about applying](#).

How will I know if my application has been approved?

Once your application has been processed, you'll receive email confirmation. If your application is approved, you'll automatically be allocated to one of our classes if you're studying an Express module and our online module if you've chosen a Portfolio module.

Classes are about to start and I haven't heard about my application?

If you haven't received a response to your application then it's likely that the module you have applied for is fully subscribed and you have been placed on our waiting list. We monitor attendance carefully at the start of teaching to maximise the use of available places and if a place becomes available for you, we'll be in touch.

What does it mean if my application is rejected?

If your application is rejected it either means that the course you are studying does not qualify you for a Languages for All module, or the module you've applied for is already fully subscribed and we have been unable to offer you a place on the programme.

What happens if the programme is fully subscribed and I don't get a place this year?

Unfortunately we are not always able to place all applicants on their choice of module. In these situations you can either choose to study an alternative language (subject to availability), or be able to apply for a priority application in the next academic year.

What languages can I learn?

Our provision depends on the campus you attend; [Colchester](#), [Southend](#) or [Loughton](#).

What levels are available?

We want to get as many of you learning languages as possible, so our offer is concentrated on beginner and post-beginner level. Check out the levels offered at the campus you are attending; [Colchester](#), [Southend](#) or [Loughton](#).

What learning choices do I have?

We offer evening classes or online modules through [Language Express](#) for [Language Portfolio](#).

My language skills are higher than those offered by LfA – what other choices do I have?

If we don't have anything to suit your level in particular language, you could always choose to learn something new, or [check out other options available to you](#).

Important dates

Application period: 13 September – 11 October 2017 inclusive.

Language Express evening classes: Autumn Term, week 3-11 inclusive.
Spring Term, week 16-25 inclusive.

Language Portfolio: Introduction sessions in week 2.
Final portfolio of work to be completed by week 32.

Final allocation of places:	This will take place in week 5.
Withdrawal without penalty:	By 31 October 2017, withdraw now . See our Terms and Conditions for full details.
Payment of fees:	All fees must be paid by 27 October 2017 – any fees not paid by this date will result in removal from the module, see our Terms and Conditions for full details.
Assessment dates:	Language Express tests take place in week 11, week 22 and week 25. Language Portfolio assessments take place in week 12, week 31 and the portfolio of work should be completed by week 32.

When do evening classes start?

Evening classes start in Week 3, check your online timetable for details.

When do online learning modules start?

The introductory sessions are held in Week 2 – you only need to attend one of these for your language. At this session you'll meet your tutor who will provide full information on the module and assessments, and issue you with your headset.

What times and days will the evening classes be held?

Our evening classes are held on either Monday, Tuesday or Thursday evenings and the majority take place from 6-8pm.

Can I choose my class?

Unfortunately you are not able to choose which class you will be allocated to this happens automatically when your application is approved.

Can I change my class?

Because of the numbers of students involved in the programme, it is not usually possible to change classes except in very exceptional circumstances. If you would like to be considered for a class change then this will need to be requested in person at the LfA office.

What do I do if my class clashes with a sport, society or social event I want to attend?

Because of the numbers of students involved in the programme, it is not usually possible to change classes except in very exceptional circumstances, so you may have to decide whether learning a language is more important!

What assessments will I have?

The assessment you'll undertake depends on your method of study, see [Language Express](#) or [Language Portfolio](#) for further details, and of course are available from your tutor.

What will I receive to show my achievement?

If you are participating in the Big Essex Award then successfully completed modules will be shown on your Higher Education Achievement Report as a PASS (no grade information is shown).

If you are not participating in the Big Essex Award and/or wish to have a record of your grade to show prospective employers etc, then a certification letter will be available on request from the LfA office – details of how to receive these will be communicated later in the year.

How do I withdraw?

You can choose to withdraw from a module at any time using our [Withdrawal Form](#).

You should be aware that there are consequences of withdrawing after 31 October, see our [Terms and Conditions](#) for full details.

What are the consequences of withdrawing?

Depending on when you withdraw from the programme, you may lose your opportunity to study a language with us at no additional cost (see our [Terms and Conditions](#) for full details) – so make sure you're committed when you apply, and sure about withdrawing!

Will I have to pay a fee?

Fees only apply if you have already 'used' the LfA module available to you at no additional cost – see our [Terms and Conditions](#) for full details.

Can I apply for more than one module?

Students can only apply for one module online. In exceptional circumstances we do allow students to study more than one module – please visit the LfA office if you wish to discuss this possibility.