Arabic Language short courses general information

How to register and pay

Please note that the Online Store is the University’s preferred method of registration and payment.

Online
Via the University’s Online Store. Please visit https://store.leeds.ac.uk/ and click on ‘Product Catalogue’ on the left hand side of the screen. Select ‘Lifelong Learning Centre’ from the drop down list and then ‘Arabic Language short courses 2017-18’ from the menu. Please click on the course you wish to register for, complete the online registration form and make a payment by card. Please note, if you want to register for more than one course you will be able to add additional courses to your basket before you complete payment. However, it is also possible to register and pay in the following ways:

By post
To receive a hard copy of the registration form please contact Greg Elliott on 0113 343 1770 or g.l.elliott@leeds.ac.uk. Alternatively, you can also download and print a registration form from www.llc.leeds.ac.uk/courses/arabic-short-courses. Once you have completed the form please return it with a cheque for the correct fee (made payable to the University of Leeds) to:

Greg Elliott
Lifelong Learning Centre
Level 11, Marjorie and Arnold Ziff Building
University of Leeds
Leeds
LS2 9JT

In person
The Lifelong Learning Centre is open 9.00am-5.00pm Monday to Friday. We are based on Level 11 of the Marjorie and Arnold Ziff Building. Please visit our reception where you will be able to complete a registration form and pay by cash or cheque.

N.B. Your registration will not be confirmed until payment of fees has been received.
**Concessionary fees**
If you are in receipt of one or more of the following means-tested benefits you are eligible to pay the concessionary fee:

- Income Support
- Income-Based Jobseeker's Allowance or New Deal Allowance
- Working Tax Credit
- Housing Benefit or Local Housing Allowance
- Pension Credit
- Carer's Allowance
- Council Tax Support
- Income-Related Employment and Support Allowance
- Universal Credit

**Course viability and refunds**
Please note that courses can only run when viable numbers of students are recruited. If a course has to be cancelled because of low numbers your fee will be refunded in full. **If you decide to withdraw before the second week of the course you will be entitled to a full refund, otherwise no refunds will be granted.**

**Confirmation**
Upon registration and full payment of your fees you will receive a confirmation email**. Further information including details of the course(s) you have joined and a map and directions to the teaching venue will be sent to you by email approximately one week before courses commence.

** Please note that all correspondence you receive from us will be by email unless you completed a paper registration form and opted to receive correspondence by post.**

**Further information**
For further information please contact Greg Elliott on 0113 343 1770 or email g.l.elliott@leeds.ac.uk.