

## 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](mailto: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](http://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.i.elliott@leeds.ac.uk](mailto:g.i.elliott@leeds.ac.uk).