



Admissions Policy

ADMISSIONS

General Principles: The aim of the Admissions Team is to support the College in regards to the recruitment of students who are capable of meeting the demand of their chosen course of study. This policy is guided by the QAA Code of Practice, and commits the College to providing a fair, effective and responsible Admissions Service.

Information for Applicants:

Clear, comprehensive and easily accessible. Course information is detailed on the College's (website) Enquirers are encouraged to get in touch with the College at any time during the process to get further information on the College.

Applicants based in London are invited to the College in person for an informal interview and to meet with other students and understand the College culture.

They can gain a greater insight into the facilities and environment of their potential study location and ensure they make the right choice.

The College's appointed agents are given a specific point of contact in the admissions Team, for day-to-day enquiries.

Applicant's kindly note: BTEC units on offer will change due to the new syllabus; they must ensure they are sure of the units on offer when they apply.

Applications can be considered for courses at any time up to and including the course start date. Applications made after this date can only be considered at the discretion of the DOS. Applicants requiring immigration permission to study at the College are advised to apply in good time to allow this permission to be considered. The time will be determined by the immigration status and current location of the applicant.

Applicants if there is a possibility that they may be able to claim units for some of their potential learning and experience please let us know when applying, this will be explained in the interview and induction.

For BTEC Courses the college will refer to Recognition of prior learning policy.

All other courses the awarding bodies would make this decision and would need time please allow a maximum of two weeks.

The college will recognise and discuss students' previous achievements and experiences whether at work, home or at leisure, as well as in the classroom.

For full guidance, students are advised to refer to the Pearson policy document **Recognition of Prior Learning (RPL)** or ask the college for more information on this. RPL provides a route for the recognition of the achievements resulting from continuous learning. RPL is acceptable for accrediting a unit, units or a whole qualification. Evidence of learning provided by students must be valid and reliable.



Stages

Step 1 » Submit Application Form

First, choose your course, and then complete an Application Form and send it to the College with copies of your qualifications and other documents required. Please refer to document checklists available on website.

Entry Requirements

The Academy publishes its standard minimum entry requirements on the website for each course offered.

The Academy reserves the right, at its discretion, to admit any applicant who meets the standard minimum entry requirements.

All documents must be in English and accompanied by the original translations

Applicants may submit their applications by email supported with the required documents (entry requirements) via a Local Agent, through a friend/relative, by post, fax, and email or in person.

The College aims to make decisions on most applications submitted with the required documents within 5 days. If the decision is to be made by the awarding body please allow more time and at least 10 days,

The result of an International application is communicated to the applicant in the form of an Offer Letter. Offer letters are usually sent as an attachment to an email but also can be sent by post or given in person.

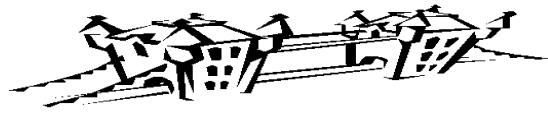
Please ensure you put your email address on the application form. Advice on course selection may be obtained by contacting or visiting our administration team.

Step 2 » Cas Offer letter

Prospective students have a 14 -day right to cancel their application and offer this must be done in writing please email the college so we can stop processing your application any further.

If your application for a student Visa is successful you will receive, by email, an offer letter within one week.(Only students applying for Cas will receive Offer Letter) The Offer Letter gives the course start date and itemises the costs.

The offer might be unconditional or there may be conditions, such as the need for you to pass a



Secure English Language Test, Provide recent bank statements. On submission of these documents the students overseas will be asked for an interview (Skype) if this is not available the interview will be undertaken by telephone.

All other applicants will be informed by email or called personally and invited to the college for an interview.

Step 3 »

If applicants are Successful in the Interview (Cas) (go to Step5) and

They can choose to either pay full tuition fee or 80% deposit of fees to be paid for the duration of the course as the minimum. The above is required fees and will be needed before a Cas can be issued.

Payments can be made into the bank account the details are on website,

Please ensure your full name is quoted against any payments made. For details on fees and refunds, withdrawals please check the section on the website and behind the application form submitted.

Applicants requiring immigration permission to study at the College are advised to apply in good time to allow this permission to be considered. This time will be determined by the immigration status and current location of the applicant.

Step 4 »

If applicants are Successful in the Interview (Student Funding)

Prospective students have a 14 -day right to cancel their application and offer this must be done in writing please email the college so we can stop processing your application any further.

They can then apply for Student funding (if required). Advice and support on this can be obtained from the website and reception.

UK & EU applicants are entitled to apply for Student Finance for our BTEC courses Guidance for students wishing to apply for Student Finance can be found on our website.

Applicants if there is a possibility that they may be able to claim units for some of their potential learning and experience in the interview it should be explained. (Prior Learning Policy)

Once you are successful at the interview stage you will be asked to attend the induction day, If you cannot attend or are delayed, and arrive after this date, please let us know, you will



allowed one week on the course to decide if you would like to continue studying on the course.

Step 5 »

Arrive at the College to start your course. You should report to the College on the course start date shown on your College documents. Unless you are an International student please arrive a few days earlier. If you are delayed please, contact the College by telephone on arrival and you will be given instructions. If you have booked airport collection you will be met in the Arrivals Hall at the airport by a driver, you will be taken directly to your accommodation

Step 6 »

Registration for the awarding body to be within one week of course commencement applicants should be aware of the fees for registering information on fees is found on website.

Applicants with disabilities or mitigating circumstances

Applicants who disclose a disability on their application form will be asked for a face-to-face meeting.

This is to ensure that the Academy is able to fully meet all requirements for support and adjustment.

Applicants with criminal convictions

The Academy will seek information from any applicant that has declared a criminal conviction to satisfy itself that an offer can be made to that applicant. In the majority of cases, a criminal conviction will not prevent an offer being made.

However, the Academy reserves the right to assess all such applications to ensure that admitting the applicant would not place staff, students or visitors at risk.

Decisions on the admission of applicants with criminal convictions will normally be made by the Committee and may take longer.

Applicants with prior experiential learning (APEL) Applications from candidates who do not possess, nor are working towards, qualifications necessary to satisfy entry requirements may still be considered under the under the Academy's Accreditation of Prior Experiential Learning (APEL) procedures if it is deemed by the Head Of Administration that the applicant is eligible.

Applicant's responsibility

Fraudulent, inaccurate or plagiarised applications

The Academy regards the provision of false information as a serious matter and any such cases will be investigated, after which the applicant will be contacted by the Admissions Service for an explanation before a decision is taken.



The Academy reserves the right to reject an application or withdraw any offer if it is found that an application contains false, plagiarised or misleading information. As per terms and conditions and deposits or fees paid will then not be refunded.

Inappropriate conduct

The Academy takes the conduct of its applicants very seriously.

Communication by applicants with staff that is hostile, aggressive or otherwise inappropriate, whether expressed verbally or in writing, will result in action being taken and this may include the withdrawal of an offer or rejection of an application. Conduct that constitutes a criminal offence will be referred to the relevant authorities.

Changes to Courses

The Academy regrets that from time to time it may be necessary to change the subjects or the course, or discontinue a course, sometimes at short notice.

Any such significant changes to courses will be communicated to applicants as soon as possible by the Admissions team and, where possible, an alternative course offered if this is not suited the student will be allowed a full refund or the deposit paid refunded if the option is not suited.

Complaints and Appeals:

Students may request for feedback on the interview within one week of the interview date.

Appeals: Appeals on admissions decisions are dealt with by the Director Of Studies in consultation with the external body requirements.

Please refer to the policy on this (website) and time scale.

Complaints: The College aims to consider all applicants in a fair and transparent way but recognises that complaints can occur and these are referred to Director Of Studies.