



## **Admissions Policy**

### **ADMISSIONS**

**General Principles:** The aim of the Admissions Team is to support the College in regard to the recruitment of students who are capable of meeting the demand of their chosen course of study. This policy 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 /or for an online interview

All applicants are encouraged to visit and 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.

Applications can be considered for courses at any time up to one week of 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 you may be able to claim units for some of your potential learning and experience please let us know when applying, this will be explained in the interview. For BTEC Courses the college will refer to Recognition of prior learning policy.

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 ( for students applying for Student funding please go to step 4)

First, choose your course, and then complete the relevant Application Form and email it to the College with copies of your qualifications and other documents required. Please refer to document checklists available on website this must be signed and emailed with the application form Please use the document checklist to prepare and email the relevant documents needed with the application form Any pending documents and extra time needed should be communicated with the Academy and ensure it is acceptable.

### 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.

Documents submitted must be in English and accompanied by the original translations Student who and are waiting for Naric to translate their documents please inform us accordingly.

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 14 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 our administration team for an online meeting.

### 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.

All other applicants needed a Cas will be informed by email and invited (online) 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.

Once students have sent the application form, document checklist and documents they will be invited for an online interview and a preadmission English test, Once students are successful in both, only then they should 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, If you cannot attend or are delayed for the induction please let us know,

Please note :students will be allowed one week on the course to decide if you would like to continue studying on the course and register.

Registration for the course will be after you have attended the course for at least one week.

#### **Step 5 »**

Arrive at the College to start your course. You should report to the College on the course start date explained in the induction. 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.

#### **Step 6 »**

Registration for the awarding body is to be within one week of course commencement  
Applicants should be aware of the fees for registering with the awarding body this is non refundable and only register and pay knowingly.

The information on the fees is found on website and on the application form.

#### **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. Please refer to the application form for more information.



**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.