

Student Admissions, Enrolment & Registration Policy

1. Unconditional Offer

A student can only be given an unconditional offer for a course if he/she meets the minimum requirements for that particular course.

All students must be able to provide the following documents (or notarised copies of the documents):

- their valid passport;
- details of any colleges previously attended;
- original certificates of qualifications obtained;
- original certificates of competence in English (where applicable);
- proof of funds (where required);
- any other documents required;
- a brief outline of their plans for the future.

The Registrar will verify all documents before an Offer/ Visa Letter is issued.

The college may ask the student to:

- attend an interview before an Offer/ Visa Letter is issued (this may be by phone or video link for overseas students).
- submit a piece of written work or a sit an examination in order to judge his/her level of written and spoken English.

2. Monitoring Places Offered

Before each Admissions Committee meeting the Registrar will obtain a report from the Student Database listing the number of places offered including number of places by course and the number of places offered to International Students.

Before agreeing to offer a place the Admissions Committee will ensure that the number of students to whom places have been offered is not exceeding the maximum number that can be accommodated.

Where insufficient places are available a deferred offer may be made for the next session and/or the applicant may go on a waiting list in case of withdrawn applications, at the discretion of the Admissions Committee.

The number of places offered will also be monitored at the end of each term and reported on at Faculty Meetings, Academic Boards and Examination Boards.

3. Enrolment

A student can only enrol for a course if he/she meets the minimum requirements for that particular course. Original certificates of all previous qualifications, experience must be presented

All students must be able to provide on enrolment:

- their valid passport;
- their visa which gives permission to study in the UK;
- details of any colleges previously attended (if these have not been previously submitted);
- original certificates of qualifications obtained (if these have not been previously submitted);
- original certificates of competence in English (where applicable) (if these have not been previously submitted);
- proof of funds (where required) (if these have not been previously submitted);
- any other documents required;

Before enrolment is confirmed to a student the Registrar will verify all the student's details and documents.

4. No Shows

5 working days after the commencement of a course the Registrar will check the list of students to whom a place was offered to ensure everyone has enrolled. If there are students who haven't enrolled the Registrar will endeavour to contact them by email and/or telephone to establish why they haven't enrolled.

If after 10 working days there are still students who haven't enrolled a letter will be sent to their last known address advising them that they can no longer enrol this session and that the Immigration Department (where applicable) is being advised that they have not enrolled. A letter will immediately be sent to the Immigration Department as per Appendix E of the Attendance Policies and Procedures.

5. Registration

Where applicable students will be registered with any external awarding body (e.g. NCFE, Newman University):

- When they have completed their enrolment.
- Within 2-4 weeks of the course commencing or according to the deadline setting by the external awarding body. This timescale provides a 'cooling off' period to allow for any students who have a change of heart after commencing their studies and decide to withdraw from the course or transfer to a different course.