



Admissions and Enrolment Procedure and Policy

Interview and Registration Procedures – Long-term students (full term or longer)

Interview

1. New Student Interview (NSI) appointment details should be in the paper diary and certainly in the Academic Principal's Calendar.
2. Candidate and any entourage are greeted, usually by the Student Welfare Manager, and seated by Reception.
3. The Interview Information Form is offered with a pen on a clipboard. Spares are on the coffee table in the Visitors' Room.
4. Refreshments are offered.
5. The Academic Principal should be alerted of the arrival.
6. The Academic Principal collects visitors and accompanies them to the Visitors' Room where she conducts the interview and generally does the tour although if busy, others may step in to do the tour.
7. The Academic Principal does follow-up email/call/note-keeping and filing.

Application

1. The Application Form arrives either by email or in hard copy and is given to the Academic Principal.
2. The Academic Principal emails Bursary, the COO, the Director of Studies, the Student Welfare Manager and the Examinations Officer to advise the arrival of the Registration Form, student status red – i.e. "no go until further notice".

Non-EU Applicants

1. Offer Letter is sent by the Academic Principal or the Student Welfare Manager requesting:
 - a. Copy of passport
 - b. Evidence of Level of English
 - c. £2000 returnable deposit
- d. Any further evidence of academic qualifications e.g. statements of results or school reports
2. Hard copy of Registration Form is filed in white ring binder labelled "Registration Forms Awaiting Deposit or Visa" on the Academic Principal's shelf, to her left.
3. Bursary informs the Academic Principal that the Deposit has arrived.



4. The Academic Principal identifies the payment and associates it with the Offer Letter, then emails Bursary, the COO, the Director of Studies, the Student Welfare Manager and the Examinations Officer to advise that this applicant is registered, amber status – i.e. on the books but not yet “go-ahead”.
5. The Academic Principal ensures all other documentation has arrived and the Academic Principal or the Student Welfare Manager sends an Acceptance Letter.
6. The Student Welfare Manager sends Reference Request to the person identified on the Application Form.
7. The Student Welfare Manager issues a CAS after consultation with the COO.
8. Bursary issues first terms’ invoice less £1000 of deposit, with estimated accommodation costs.
9. Confirmation of the issue of a visa is received by the Academic Principal or the Student Welfare Manager.
10. Bursary, the Student Welfare Manager and the Examinations Officer are emailed by the Academic Principal to advise that the applicant is registered, green status – i.e. full steam ahead.
11. The Student Welfare Manager arranges accommodation.
12. The Academic Principal issues Joining Letter.
13. The Examinations Officer prepares a timetable.
14. Bursary confirms payment of first term’s fees to the Academic Principal, the Student Welfare Manager and the Examinations Officer.
15. The Examinations Officer emails timetable to the students and agent if there is one and confirms start date with tutors.
16. The Student Welfare Manager chases up the reference if it has not arrived and advises receipt of this to the Academic Principal, the Student Welfare Manager or the Academic Principal files this for future use with UCAS application.
17. Where a visa is refused and the candidate provides evidence that this is the case, the £2000 deposit is returned less an administration fee of £250.
18. Where a visa is issued but the student fails to arrive and every attempt to contact the student fails, Migrant Reporting is informed and the deposit is retained.

EU Applicants

1. The Academic Principal contacts the applicant to request any further information or to call in for interview if there has not been one.
2. The Student Welfare Manager sends Reference Request.
3. The Academic Principal sends Acceptance Letter.



4. Bursary, the Student Welfare Manager and the Examinations Officer are emailed by the Academic Principal to advise that the applicant is registered amber status - i.e. on the books but not yet "go-ahead".
5. Bursary sends first term's invoice, estimating accommodation costs where there are any.
6. Bursary advises receipt of fees to the Academic Principal, the Student Welfare Manager and the Examinations Officer.
7. The Student Welfare Manager arranges accommodation.
8. The Examinations Officer prepares a timetable.
9. The Examinations Officer emails timetable to the students and agent if there is one and confirms start date with tutors.
10. The Student Welfare Manager chases up the reference if it has not arrived and advises receipt of this to the Academic Principal. The Student Welfare Manager or the Academic Principal files this for future use with UCAS application.

Interview and Registration Procedures – Short-term students (less than a term)

Interview (rarely required)

1. New Student Interview (NSI) details should be in the paper diary and certainly in the Academic Principal's Calendar.
2. Candidate and any entourage are shown to Visitors' Room, usually by the Student Welfare Manager.
3. The Interview Information Form is offered with a pen on a clipboard. These are on the coffee table in the Visitors' Room.
4. Refreshments are offered.
5. The Academic Principal should be alerted of the arrival.
6. The Academic Principal conducts the interview and generally does the tour although if busy, others may step in to do the tour.
7. The Academic Principal does follow-up email/call/note-keeping and filing.

Registration

1. The Application Form arrives either by email or in hard copy and is given to the Academic Principal.
2. The Academic Principal emails Bursary, the COO, the Director of Studies, the Student Welfare Manager and the Examinations Officer to advise the arrival of the Application Form, student status red – i.e. "no go until further notice".



Non-EU Applicants

1. The Academic Principal sends an Acknowledgement.
2. Bursary issue an invoice for the full course fees.
3. Bursary confirms payment to the Academic Principal, the Director of Studies, the Student Welfare Manager and the Examinations Officer and to advise that the applicant is registered, green status – i.e. full steam ahead.
4. Invitation Letter is sent by the Student Welfare Manager.
5. The Student Welfare Manager arranges accommodation.
6. The Academic Principal issues Joining Letter.
7. The Examinations Officer prepares a timetable and emails it to the students and agent if there is one and confirms start date with tutors.

EU Applicants

1. The Academic Principal sends an Acknowledgement.
2. Bursary issue an invoice for the full course fees.
3. Bursary confirms payment to the Student Welfare Manager, the Academic Principal, the Director of Studies and the Examinations Officer to advise that the applicant is registered, green status – i.e. full steam ahead.
4. The Student Welfare Manager arranges accommodation, if required.
5. The Academic Principal issues Joining Letter.
6. The Examinations Officer prepares a timetable and emails it to the students and agent if there is one and confirms start date with tutors.

Entry requirements

The student is interviewed where possible. Interview by Skype is offered where attendance is problematic. There is a template on which to record responses which also has suggested questions to show a range of tenses in the Academic Principal's white folder labelled "Registration Forms Awaiting Deposit or Visa" kept on her bookshelf to her left..

A full and detailed background of the student is taken. This can be given by a parent/guardian, agent or student. It is usually taken at an informal interview. On occasion a parent/guardian or agent may have to provide sensitive information prior to an informal interview.

Information regarding a student's academic progress and current academic circumstances is taken. If a student presents international qualifications, this is followed by a discussion as to where they fit in the British educational tariff system.



A discussion takes place as to where and what they may possibly want to study at university and this information is subsequently used to help guide subject selection. Taking into consideration the student's age, background and current academic history, the course and subject selection will be made.

If the student is changing educational institutions, the availability of modules and course deadlines will be checked and confirmed with the Director of Studies.

Permission to seek school references is requested on the Application Form.

Statements of Results from previous examination series are requested.

Non-native speakers of English are asked to provide evidence of their level of English.

Candidates wishing to start A levels are generally required to have IELTS 5.5 or the equivalent although students with 5.0 may be allowed to start A level mathematics.

Assuming all other entry criteria have been met, those whose level of English is below the 5.5 threshold are offered a course in full-time EFL leading to A levels once a level of 5.5 has been achieved.