

## **ADMISSIONS AND FEES POLICY**

### **PRIMARY PERSON RESPONSIBLE FOR IMPLEMENTATION AND MONITORING OF THIS POLICY**

JAMES EYTLE, BEVERLEY MELLON (PRINCIPALS)

### **LAST REVIEW DATE**

March 2023

### **NEXT REVIEW**

March 2024

## **Admissions Policy For Students**

- All applications received are considered by the College Administrator and interviewed by the Principals or Vice Principal.
- All aspects of the application and accompanying documents are taken into account with selecting students for interview.
- New applicants must provide evidence of prior qualifications in the forms of statement of results or exam certificates and recent mock results.
- Applicants resident in the UK are required to attend the college for the interview. International students would be offered the option of being interviewed by via Skype by the College Administrator and by the Principals or Vice Principal.
- Students will be assessed at interview by the College Administrator and by the Principals or Vice Principal and they may require further assessment by subject tutors. There may be a verbal or written assessment as deemed appropriate to the student.
- Offers can be either conditional or unconditional on academic grounds.
- Offers will reflect the recommendation of the lead interviewer and if the students wishes to register, their desired programme must reflect the recommendation of the Principals or Vice Principal.
- The academic conditions attached to offers would be based on the qualifications being taken.
- The Principals or Vice Principal reserve the right to amend the programme of a student depending on GCSE or AS or A Level grades achieved after the offer was made.

## **Students**

Registered students receive all relevant information: entry requirements, fee charges, refund policy and required personal documentation. Students must be adequately informed of the details of their chosen course, specification, examination details and reading lists.