

College of Business and Development Studies



Admission Policy

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ADMISSIONS POLICY

Policy Statement

College of Business and Development Studies welcomes applications from all prospective students with the motivation to learn and the potential to succeed. The College is committed to ensuring equality of opportunity for all individuals seeking a place on a programme.

Scope

College of Business and Development Studies will ensure that all applications are dealt with on an individual basis and are considered fairly in line with the College's Equality and Diversity Policy and Admissions Requirements and Guidelines.

Legislation

The following legislation applies to this policy

- The Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975
- Race Relations Act 1976
- Disability Discrimination Act 1995 and 2005
- Race Relations (Amendment) Act 2000
- Special Educational Needs and Disability Discrimination Act 2001

Responsibilities

Everyone has a responsibility to give full and active support to the policy by ensuring:-

- The policy is known, understood and implemented.
- The Head of Student Services is responsible for the effective implementation of the policy.

Actions to Implement and Develop Policy

- Admission requirements
- Criteria for Admission

- The applicant satisfies all pre-course requirements including, completing all paperwork accurately, attending appointments, returning requested forms on time.
- The applicant meets the specific entry requirements of a programme or course
- The applicant meets all the other admission criteria
- The applicant has satisfactory references, where applicable.
- The applicant attends an interview, where required by a specific programme or course.
- The applicant agrees to pay any fees required (admission to the College is conditional upon the payment, or agreed arrangements for the payment, of any fees by the due date).
- There are places available on the programme of study i.e. target numbers have not yet been met.
- The applicant accepts the offer of a place within 1 calendar month of receipt of the offer.
- The applicant agrees to the Terms and Conditions of the College at the time of accepting an offer of a place.

Procedure for Dealing with Applications

The Procedure for dealing with applications is detailed in the Protocol for Processing College applications.

Right to Refuse an Application

The College reserves the right to refuse an application. Applications from prospective students who come into this category will be given full consideration by the College's Senior Management Team.

The College reserves the right to refuse admission to an applicant who:

1. Does not meet the admission criteria
2. Withholds information; provides false information or misleading information
3. Has convictions that have not been spent or can never become spent. This procedure may also be invoked where information is available concerning activities outside the law or the expression of beliefs, which prima facie present a clear and immediate danger of infraction of the law.
4. Who has previously been excluded from College of Business and Development Studies or another education institution.

5. Who has previously attended this or another education establishment and not completed courses, including all external assessments.
6. Has outstanding debts to the College.
7. The College reserves the right to carry out a CRB/ police check on any applicant. The outcome of such a process will be taken into consideration when making a decision about admitting an individual to the College.
8. The College recognises it has a duty of care to students and staff and thus reserves the right not to admit an applicant where there is evidence that they could be a threat or danger to others.
9. We may ask applicants who have indicated a recent recurring or serious health problem to allow us to request a medical report on their condition. These reports do not form part of the selection process and will not be available to anyone except the appropriate Head of Department/College. The Head of Department/College is ultimately responsible for ensuring that the College is able to make reasonable adjustments for students with learning difficulties and disabilities and for keeping a record of the exceptional cases where an applicant is refused admission on the grounds of relevant additional support not being available. In any such cases where a student was refused entry on this basis the college would make contact with other agencies in endeavour to find suitable provision.
10. Applicants who do not meet the normal entry requirements for a particular course maybe given a place subject to specified conditions. These conditions will be made explicit to the applicant. A decision to admit an applicant under these circumstances will be at the discretion of the Principal or his nominee(s).

Monitoring & Evaluation

The College's Academic Standards & Policy Committee will monitor the operation of the policy by receiving an annual report on admissions, including those applications which have been refused.

Related Policies

Equality & Diversity Policy

Disability Equality Policy

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