

## **RECRUITMENT AND ADMISSIONS**

### **RECRUITMENT POLICY**

The policy is set in general terms by the Student Recruitment and Admissions Department which reports to the Principal. The Department aims to promote the effective and efficient recruitment of students; to advise on and oversee the implementation of the College's student recruitment and admissions strategy, and determine policies to market the College's programmes and maximize student recruitment and admissions.

The Department is as follows:

- Registrar Student Affairs
- Academic Registrar
- Programme Manager

### **INFORMATION FOR PROSPECTIVE STUDENTS**

The information provided for prospective students in the range of promotional material produced by College seeks to be: relevant and accurate at the time of publication, not misleading, accessible as well as means to help applicants to make informed decisions about their options.

#### **Prospectus**

The prospectus is the main source of initial information for prospective students, and provides information on the following:

- The range and content of programmes of study provided
- Entry Requirements
- Admission Procedures
- Tuition Fees and associated costs
- The welfare, support services and facilities that are available for all students
- Accreditation and/or approval of programmes by professional or statutory bodies

The production of the prospectus is the responsibility of the Student Recruitment and Admissions Department. The College aims to provide the widest possible range of courses. On occasion it is necessary to withdraw courses owing to a variety of unforeseen circumstances. When a course is cancelled or amended in any way to that advertised, the college will do what it can to transfer students to a suitable alternative course.

#### **The College Website ([www.pinnacleic.com](http://www.pinnacleic.com))**

The College web site includes information for prospective students, providing course details as well as the general information contained in the printed prospectus. The information provided on the web site attempts to ensure that it is relevant and accurate at the time of publication, not misleading, accessible as well as a means to help applicants to make informed decisions about their options.

#### **Academic Resource-External publications/course leaflets**

Prospective students are also provided with (or can request) more detailed information on the course(s) in which they are interested. This information may consist of paper copy or on web based facilities.

**Student Recruitment events**

The college organizes local and international recruitment events for prospective students' worldwide which are promoted on the website, in local and international newspaper advertisements and leaflets.

The events provide an opportunity for prospective students to meet college staff and to find out more about the college and courses offered.

**APPLICATION PROCEDURES**

For student who apply and meet the entry requirements, letter of offer will be sent on the same day and informing them of the steps required to take up that place. The following is the flow chart which shows the application procedures.

