



# Admissions and Enrolment Procedures

## Admissions Procedure

When we assign a CAS, we certify that the applicant is able and intends to follow the course on which they enrolled. As such therefore, the College will carry out education and other assessments to give reasonable confidence that the student intends to follow the course and leave on completion.

When a student approaches the College for a course of study, he/she will be given an application form. The following documentation will be expected on submission of the application form;

### DOCUMENTS REQUIRED

- Copies of all academic qualifications OR copies of registration on academic course, if they have not yet finished the course.
- Copies of English Language qualifications (B2 SELT for NQF/QCF 6 and above).
- Two passport-sized photographs
- Copy of passport
- Copy of evidence of funds (e.g. bank statements, Loan document) conforming to UKBA requirements for obtaining a Tier 4 Visa.
- Any other document that the students think may support his application (e.g. academic references, employer's references).

## DOCUMENTS CHECKED

The administrator checks the application ensuring that all relevant documents are enclosed by the applicant, and that they satisfy the requirements. They will also perform the following checks on the student's qualifications:

1. ***Check that the qualifications are authentic*** - A letter/email will be written to the awarding body or educational institution which awarded the qualification. The response will be kept, and stored in the candidate's file if they become a student.
  - a) ***Checking On-going Qualifications*** - If the student is still on the course for a relevant qualification, or is waiting for the results, the awarding body or educational institution will be contacted, as before, to verify that the student is on that course.
  - b) ***Checking foreign qualifications for equivalence*** - The awarding bodies used by the College have entry requirements expressed in terms of British Qualifications and QCF levels, referees can also be contacted. The administrator will check with UK NARIC to determine the academic level of foreign qualifications. The result will be kept and stored in the student's file.

*Ultimate responsibility for deciding on the academic level of students lies with the Principal and the Course Leader*

## Application Processing

This policy outlines the processing of all student applications to the College for a place to study.

The Principal and the Course Leader will consider all applications. They can make three possible decisions:

**A. The applicant meets the minimum requirements, and deserves an interview.** The administrative staff will be instructed to arrange a time and date with the student to carry out an interview over the internet using video conferencing software (e.g. Skype). This interview will be recorded and the applicant will be duly informed.

**B. The applicant will meet the minimum requirements, once certain conditions are met** - (E.g., once they have finished a course which they are currently studying). An interview will also be arranged as above.

**C. The applicant does not meet the minimum requirements, and does not merit an interview.** The administrator will be instructed to send out a rejection letter.

### **INTERVIEW (face to face or via Skype)**

The Registrar /Principal or course leader will conduct the interview. All documentation in respect of the interview will be stored on the student's file. In particular, they will look for the student to demonstrate:

1. A reasonable standard of English (speaking and listening) to ascertain whether it is sufficient to cope with the lectures and course delivery methods used at Pinnacle International College.
2. Knowledge and understanding of, and enthusiasm for, the course, how the applicant chose the course and the College, appears to match the impression given by their qualifications and application form, key aims in taking the course and whether there is a reasonable career or further study plan.

3. Identify verification
4. Financial implications of studying abroad and whether they meet immigration requirements?
5. Eligibility for the course
6. Intention to return to home country on completion of the course
7. Previous immigration history
8. Pre existing medical conditions (pregnancy or disability which would require special provision by the College?)

## DECISION

The Course Leader and Principal will make a decision on whether to admit the student.

There are three possible outcomes:

1. **Unconditional Offer** - The Course Leader and the Principal are satisfied that the student is ready to start on their chosen course at the college. Subject to payment of the tuition fees, they will be issued a CAS. The Administrative staff will send an Unconditional Offer Letter to the student.
2. **Conditional Offer** - The Course Leader and Principal believe the student will be ready to start on their chosen course at the college, providing certain conditions are met. The administrative staff will send a Conditional Offer Letter to the student. Their application will be reconsidered once they have achieved those conditions. With effect from the date that those conditions are achieved, **it will be given priority over new applications**. The application form and accompanying documents will be kept on the student's file.

3. **Rejection** - The Course Leader and Principal do not believe that the student is qualified or able to take any of the chosen courses at the College, or all the available places at the college have been filled by more able students during the admissions process. The administrative staff will send out a rejection letter

## ACCEPTANCE

Students must accept or reject any offer within the time stipulated in the letter.

## TUITION FEES

Students must pay the first instalment of tuition fees by the date stipulated on the letter.

## CAS ISSUED

On receipt of the first tuition fee instalment, the College will obtain a CAS (Confirmation of Acceptance for Study) for that student. A CAS letter and CAS Statement will be sent to the student (containing the unique CAS Number). The CAS Letter will state the student's Requested Enrolment Date, and the date and time of the end of the Enrolment Period (the very last point by which they must enrol at college).

*Last updated July 2011*