



Cambridge Melchior College

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Cambridge Melchior College Admissions and Enrolment Policy & Procedure

Aims of the Admissions and Enrolment Policy & Procedure are to ensure that:

- applicants are treated fairly and impartially
- applicants are appropriately guided and supported through the admissions process
- informed and sound decision-making by the applicants and the College is assured
- College strategic objectives are recognised and considered
- College tuition fees and financial support systems are publicised through its recruitment information sources and that the materials are made available on the College website.

Cambridge Melchior College is fully committed to equalising opportunities and welcomes applications from everyone. We will make every effort to offer a place best suited to an individual's needs and abilities irrespective of age, background, race, belief/faith, gender, sexual orientation, disability or support needs.

This Policy applies to all students applying for programmes delivered by Cambridge Melchior College.

All programmes at the College will lead either to an approved qualification or to a College Certificate.

The College will endeavour to abide by the principles and aims of the College Admissions Policy to ensure that all students are given the opportunity to achieve their potential in relevant subjects at appropriate levels. In accordance with this objective, the College is committed to delivering quality teaching, learning and assessment to all students.

The Cambridge Melchior College Admissions Policy aims to support students at each stage of the admissions process and to ensure that potential applicants succeed in their chosen programme of study.

The College welcomes applications from motivated applicants from all backgrounds. We recognise that student potential is not always demonstrated within formal academic qualifications and welcome applications from individuals from a wide range of backgrounds.

All applicants will be required to complete an application form and supply appropriate references

All applicants who disclose an additional learning need or disability will be asked to provide additional details in order that access arrangements for interview or associated admissions events can be made for applicants if required.

All applicants who declare a criminal conviction, warning, reprimand etc. will be required to attend a meeting with the Director of Curriculum & Quality prior to attending an interview to ascertain level of risk and suitability for their chosen programme

The College is committed to promoting equal opportunities for all students.

In accordance with our commitment for fair admissions, selection is made on the basis of a range of criteria. Evidence of suitability for study includes academic achievement, professional and personal experience, and the potential to succeed on the intended programme of study.

Personal information will be treated sensitively and confidentially as appropriate and only shared with the permission of the applicant and only then with staff who need to know.

The Admissions Policy aims to be fair and impartial to all applicants and to ensure that the College meets the obligations reflected in relevant legislation and College policies.

Admissions Criteria

The College will only accept students who are between 14 and 17 years old prior to the commencement of their programme onto any of the advertised programmes. Any student who does not meet this requirement is not eligible to apply. There are no exceptions to this stipulation.

The admission of any applicant will be determined by an assessment of their potential to contribute to and benefit from their proposed programme of study. It is also expected that applicants must be able to fulfil the objectives of the programme and achieve the required standard to complete the award.

Admission will be based on the assessment of a range of criteria and will include academic qualifications, personal circumstances, and professional and other programme entry criteria and requirements.

No potential student will be excluded from entry as a result of discrimination on the grounds of race, age, gender, sexual orientation, disability, ethnic or national origin, religion or creed.

Applications from prospective students with disabilities will be assessed on the basis of the criteria in above and subject to professional practitioner requirements where they apply.

Recruitment and admissions decisions for applicants with learning and support needs will be undertaken by the Managing Director or the Director of Curriculum & Quality.

The College will make reasonable adjustments to accommodate applicants with support needs. However, if the College is unable to meet these additional needs or can only do so by compromising the learning experience of the student, the College will inform the applicant as soon as the situation becomes apparent.

Applications from candidates with criminal convictions will be carefully considered by the Director of Curriculum & Quality. Applicants must, upon request, provide full details of the conviction.

The College reserves the right to refuse entry to any applicant with a criminal conviction which may jeopardise the security, safety or reputation and integrity of the College or its community, or where there are relevant professional criteria which apply.

The College 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. In addition, applicants believed to be actively involved in criminal activity will not be admitted.

Rules for admission

1. The College requires students to attend all classes, to submit written work where required and to attend all necessary tests and examinations.
2. Applicants from overseas must comply with UKVI policies particularly in respect of attendance; notification of change of contact details and/or personal circumstances; and satisfactory progress at the College during their period of study. Students must give good reasons along with supporting evidence for absence which will be accepted only if the College finds them genuine and convincing. Any unauthorised absences will be reported to UKVI.
3. The College will keep copies of all students' passport pages showing personal details (including biometric information), leave stamps and immigration status documents, including evidence of entitlement to study in the UK and the period for which they have permission to stay. The College will update these records as required. It is the students' responsibility to ensure that they notify the College immediately if there is any change of contact details or any other change in their personal circumstances.
4. Students must provide details of their next of kin at the time of application and notify the College immediately should there be any change pertaining to their next of kin.
5. The College will report to UKVI if any student fails to arrive within the enrolment period.
6. The College will report to UKVI if any student discontinues their studies. This includes deferrals of study.
7. The College will also report to UKVI if there are significant changes in a student's academic circumstances; for instance, if the length of a programme of study decreases.
8. If the College receives any information that suggests a student is breaching the conditions of their stay, UKVI will be notified immediately.
9. Students at the College will only be allowed to re-sit examinations or repeat any part of their programme up to twice per individual examination or module.
10. The College will assess whether or not a prospective student meets the financial conditions specified by UKVI regulations.

11. If staff at the College discover that a student has supplied false information or documents to support his/her application for admission to the College, his/her admission will be terminated and UKVI will be notified immediately.
12. Enrolment on a programme, together with payment of the required deposit, creates a binding agreement for a student to pursue the programme and pay the full respective fee. All fees must be settled prior to the commencement of the programme. If a termly option is chosen, fees must be settled as per the prescribed termly amount.
13. Students must demonstrate English Language proficiency at 'Intermediate' level or above, satisfaction of which is a condition of admission to the College, subject to discretion of the Managing Director.
14. All students are required to pay the registration and examination fees for the relevant awarding body. If any student fails to pay the examination fee in time, s/he will not be allowed to sit the examination in question.
15. Tuition fees must not be paid to anyone else except the College.
16. An offer of a programme place is for a specific intake. Any fees paid will be carried forward to the next available intake only if the reason for seeking such a transfer is that the student was unable to register in time for the expected intake because delays were experienced in securing a visa; or any other legitimate grounds which can be supported by relevant documentation. Programme deferment may be granted subject to the rules and regulations of UKVI.
17. Where students change their programme of study during the term, no refund will be given for the revised programme if it involves fewer subjects. Additional fees will be payable for the revised programme if it involves an increased number of subjects to that for which the original enrolment was accepted.
18. Students will be allowed to enrol on a programme of study as late entrants within two weeks of the commencement of the programme in the exceptional circumstances with supporting evidence (subject to UKVI regulations). After two weeks from the commencement of the programme, no student will be allowed to join as a late entrant.
19. For programmes leading to qualifications awarded by external awarding bodies, students must satisfy and agree to be bound by the regulations of the respective awarding body prior to enrolment, and any subsequent amendments made thereto from time to time.
20. Students wishing to gain an exemption should liaise with the College. Students are not entitled to a refund of fees pertinent to the part of the programme for which they have gained an exemption.
21. Students must be prepared to supply original copies of any educational qualifications they have listed on the Application Form. A student's application may be invalidated if he/she cannot supply original copies of certificates. School reports should be submitted in translation, along with a copy of the original version.
22. Copies of educational certificates must be certified by the issuing institution.
23. The College may contact overseas awarding bodies in cases of doubt as to the authenticity of overseas certificates.

24. The College reserves the right to require a student to leave a programme at any stage if the student is unable to fulfil the above requirements; if a student's continued presence would, in the opinion of the College, be detrimental to the wellbeing of staff, other students or the College in general; or if a student does not meet his or her financial obligations. Any fee refunded to an excluded student is wholly at the discretion of the College.

Admission and Enrolment Process

1. All prospective students wishing to study at the College must complete and submit the official Application Form to the College, either electronically or in paper form.
2. When applying students must provide relevant documentation to support their applications, viz: copies of qualification certificates, English language proficiency, visa status, and financial means.
3. Where an application is submitted through an Agent, the Agent will first have made an assessment of the student's suitability for the programme. In making this initial assessment, the Agent will have particular regard for the following factors: previous qualifications/experience, recommended programme entry requirements, English language proficiency, visa status and financial means. After the agent's assessment, if positive, application documents will then be submitted to the College and considered. A decision will subsequently be made as to whether or not the student will be accepted by the College onto the programme for which they have applied.
4. Where an application is submitted directly to the College, the College will make an assessment by considering the student's previous qualifications/experience, programme entry requirements, English language proficiency, visa status, and financial means.
5. The final decision regarding admission will be made by the Managing Director.
6. On acceptance of the application, based on the information provided by the student in the completed Application Form and copies of the documents enclosed, the College will send an Offer Letter which will state that the College is willing to offer the student a place on the programme subject to payment of the tuition fee in full and receipt of the required documentation.
7. The College **will only** assign certificates or letters of acceptance or sponsorship to those students who, to the best of the College's knowledge, meet the requirements of UKVI as specified in the regulations concerning immigration.
8. All successful overseas applicants to any of the College's programmes are required to pay a deposit as set out in the College's table of fees in order to accept their place. A non-refundable registration fee of £50 is also payable at the time of application.
9. Upon receiving the deposit and/or the required documents, the College will send the prospective student a confirmation letter and other relevant documents which he/she can present to the immigration authorities concerned.
10. When students arrive at the College they will be welcomed to the campus at an induction event. The induction event is the administration process that students must participate in when they first arrive at the College and acts as an introduction to the programme on which they have been enrolled. It is also an opportunity for

students to meet academic and administrative staff, and to collect any further documentation in relation to their stay in the UK.

11. Upon arrival at the College, as part of the induction procedure, students will need to provide original copies of the qualifications listed in the Application Form and/or any other documents which will have been specified in advance by the College.
12. The College will ensure that prior to the induction event, all fee payment arrangements are in place and any necessary documents have been issued ready for students' collection.
13. Each student will be given a copy of the Student handbook upon arrival at the College.

Documents to be presented to the College by students upon arrival

Students must submit the following documents upon arrival at the College:

- Three passport-sized photographs
- Photocopies of qualifications (if in a language other than English, please provide English translations certified by a relevant authority)
- Passport with valid visa where applicable
- Confirmation of acceptance letter issued by the College
- A note of their home address, home phone number, mobile phone number and personal e-mail address

Documents to be presented by the College to students upon their arrival

- Welcome pack
- Health and safety Instructions
- Who's who
- Student handbook
- Class timetable

Authority and Responsibility

It is the responsibility of the to ensure that this policy is effectively and fairly implemented, monitored and reviewed on an annual basis

The admission of prospective applicants onto a particular programme of study is the responsibility of the Director of Curriculum & Quality and such authority is devolved to the Programme Leaders.

All College staff responsible for admissions decisions or actions will discharge their individual and collective responsibility in accordance with the policy.

Support and Review

All College staff with responsibilities for making admission decisions will undertake appropriate training and up-skilling as appropriate to their role.

All admissions staff will receive and have access to the Admissions Policy.

Operation of the College Admissions Policy will be monitored and reviewed annually by the College Academic Board.