

## *London Brookes College Admissions Policy*

### **1. Scope of Policy**

*This policy and supporting procedures will apply to admissions to all programmes of study at LONDON BROOKES COLLEGE.*

### **2. Rationale**

*LONDON BROOKES COLLEGE is committed to supporting the education and training of the learners, and employees it is contracted to serve. As part of this commitment, LONDON BROOKES COLLEGE operate admissions in line with UKVI requirements and procedures and which seek to eliminate barriers to access through provision of high quality advice and guidance.*

### **3. Core Principles**

#### **LONDON BROOKES COLLEGE**

- provides clear and effective information about all LONDON BROOKES COLLEGE programmes to ensure that applicants make informed and appropriate choices;*
- provides applicants with access to detailed information about learning programmes, including entry criteria, programme content, assessment, specific programme requirements and progression/career opportunities as well as cost, fees and charges*
- provides effective advice and guidance services to underpin the admissions process,*
- ensure that, where an applicant's preferred programme is not available, or appropriate, the applicant is given advice about other institutions which may be able to provide a suitable programme*
- agree and publishes clear procedures for all aspects of the admissions process.*

### **4. Conditions**

*4.1 Applicants to LONDON BROOKES COLLEGE courses will be required to meet the entry and other requirements for the courses, including those directed by UKVI, examining or validating bodies and third party partner organisations.*

*4.2 Where a course is oversubscribed, there will be clear and objective criteria for admissions.*

*4.3 Applicants will agree to pay programme course fees. They will be advised of costs and charges prior to enrolment (please refer to the bookings and cancellations terms and agreements).*

*4.4 LONDON BROOKES COLLEGE reserves the right to seek further or relevant information about a learner. Applicants will only be admitted if they agree to LONDON BROOKES COLLEGE seeking, in certain circumstances, such necessary information. We may in certain situations prohibit admissions from the information gained.*

*4.5 LONDON BROOKES COLLEGE welcomes applications from learners with learning difficulties and/or disabilities. However, in specific circumstances a learning difficulty or disability may prevent a learner from enrolling on a specific programme. In such cases LONDON BROOKES COLLEGE will provide advice and guidance in finding an alternative programme of study. LONDON BROOKES COLLEGE will make reasonable adjustments to ensure support for any applicant with learning difficulties and/or disabilities to assist in the admission and enrolment process and in the progression and completion of studies. As we are housed in a listed building, it is, unfortunately not possible to accommodate the needs of all disabled students. Further guidance can be gained by contacting the Vice Principal.*

*4.6 Applicants age requirement will be determined by the programme(s) to which they are seeking enrolment.*

## **5. Appeals procedure**

*Applicants who wish to appeal against a decision made regarding admission to a LONDON BROOKES COLLEGE programme will have a right of appeal.*

## **6. Quality**

*LONDON BROOKES COLLEGE will agree and publish clear quality standards for the recruitment and selection procedure. The quality standards will be monitored and reviewed annually and modified where necessary. A summary of quality standards will be made available to staff and students.*

## **7. Resources**

*LONDON BROOKES COLLEGE will ensure that within available resources, adequate staffing and equipment is available and deployed to provide admissions processes to standards agreed within this policy framework.*

## **8. Information**

*LONDON BROOKES COLLEGE will ensure that information about its admissions arrangements is widely available.*

- a) The admission information is available/ advertised on the college's website, social media (spotify, face book, etc.) and can contact directly to the college via telephone call or directly visiting to the college.*
- b) After having the relevant information (including fee, course details, etc.), the candidate needs to fill in the enquiry form.*
- c) The interview is scheduled with the principal & the relevant staff member. The candidate is asked to bring all the relevant documents which are previous results, photograph ID proof along with them for the interview.*
- d) If in case the candidate doesn't have/ bring the previous result, admission assessment is conducted to have a brief about them.*
- e) Based on the previous result/ performance in the admission assessment test and the interview the principal makes the decision whether the candidate can be granted the admission or not. After this process if the admission is granted, the candidate needs to fill in the admission enrolment form.*

## **9. Equal opportunities**

*LONDON BROOKES COLLEGE will ensure that its admissions arrangements operate within the spirit and letter of its Equal Opportunities and Diversity Policy.*

**Updated on February, 2025  
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