



Newbury College

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Student Recruitment, Admissions and Appeals Policy and Procedure

**This document can be made available in other formats,
on request**

Student Recruitment, Admissions and Appeals Policy and Procedure

1.0 Policy Statement

The Student Recruitment and Admissions Policy and Procedure details the College's commitment to offer a fair, consistent and efficient admissions practice to all prospective students, to ensure they make informed and achievable course decisions. The information, advice and guidance (IAG) offered will be conducted in accordance with the national quality standards set out in MATRIX.

The College recognises that high quality IAG, that is easily accessible at the admissions stage and is then followed up and integrated into the learning, is central to the success of its students.

IAG can help students:

- manage change and transition including from school to College
- make well-informed and autonomous decisions and choices
- maximise the benefits of lifelong learning
- set challenging but realistic goals
- overcome barriers to learning and work
- take control of their learning and their lives.

IAG delivery is a shared responsibility between the students, the College staff and partner organisations, including Adviza and the National Career Service.

The promotion of equality of opportunity and the valuing of diversity are core values of the College. We believe wholeheartedly in offering everyone a chance of success, progression and the opportunity to make use of the College's resources. The College will ensure that no applicant is disadvantaged, or directly or indirectly discriminated against for any reason, for example on the basis of ethnicity, gender, disability, sexual orientation, age, class, income, religion or belief, employment status or political view.

The Admissions Manager has overall responsibility for overseeing admissions and providing training for staff.

The Information Services staff also welcome the opportunity to help and advise all prospective students with their applications.

The effectiveness of the admissions process will be monitored by:

- Student Satisfaction Surveys
- Retention and Achievement Data
- Parent/Carer/Other Agency Feedback
- Have Your Say leaflet and Freepost comments form, Student Voice Comments
- Quality Review Process
- Comments Box
- Visitor book comments

This policy is available from Information Services and on the College website and SharePoint. It is available in different formats on request.

2.0 Students age 16 and above (full time, part time, all levels including HE)

2.1 Information and Initial Enquiries

All students will have the opportunity to obtain clear, consistent and accurate course information from a variety of sources including the College guides, the website, course literature and College staff. The Enrolment Steering Group, together with the Course Leaders, are responsible for keeping their course information readily available and to update publications and the Website.

College Open Days, organised and advertised by the marketing department, will be held regularly to give visitors the opportunity to view the College and its facilities and speak with College staff. In conjunction with the marketing department, Advice and Guidance Officers will attend local schools' careers days and other marketing events (e.g. Newbury Show, Learning and Work Show, Kennet Centre) to provide course information and advice. Local schools and other partners will be sent course guides and informed of the College's Open Days and invited to attend. Anyone unable to attend such visits and events is invited to view the College and its facilities by appointment with the Information Services Team.

2.2 Applications and Interviews

Application forms are available from Information Services, the College website and in the College course guides. The Information Services Team read all full time, part time and WBL applications to plan the most appropriate interview route.

- Applicants who need help to make their choices will be interviewed by a College Student Guidance Adviser.
- Applicants who appear confident in their choice of course will be interviewed by the appropriate Course Leader.
- Applicants may request a second interview with a member of the Curriculum Team or a Student Guidance Adviser if appropriate.

The Information Services Team is responsible for ensuring any necessary access arrangements are made to assist applicants complete their application forms, including applicants with a disability.

Should an applicant tick to confirm they have unspent criminal convictions on their enrolment form:

- The course leader/administrator will contact the applicant to discuss the nature of the convictions.
- The College will carry out a risk assessment depending on the nature of the conviction
- The applicant will be informed as to whether or not they are able to enrol on the course and advised of any conditions which may apply.

International students will be required to provide their visas and passports at interview to establish eligibility. An English assessment will be required to help establish the most appropriate course and support with learning. Tuition fees and course costs will be confirmed at this stage. See Annexe 1: Information Services Advice and Guidance Interview Guidelines).

- Applications from students progressing within the College will follow the same procedure.

- Applications for Distance Learning, IT Centres and Bespoke courses will be managed by the appropriate team.
- Applicants for part time, including HE, accredited qualifications will be contacted by Information Services for an interview with the relevant Course Leaders.

Applicants are encouraged to disclose their support needs. Confidential opportunities to disclose their needs can be provided when enquiring about a course and will be provided at interview.

During the interview, applicants can expect information and advice on:

- suitable programmes
- the chosen course of study
- entry requirements
- all relevant costs
- support for students including learning support
- support for students with a disability
- possible sources of financial assistance.
- College facilities and accessibility
- Specific course requirements (e.g. enhanced DBS check, tetanus, fitness etc.)
- Functional Skills, enrichment and tutorials (when appropriate)
- progression opportunities

See Annexe 1: Information Services Advice and Guidance Interview Guidelines.

References will be sought from the applicants' most recent educational establishment and/or other sources as appropriate – applicants under the age of 18 only.

All applicants who disclose support needs or who may be at risk of not succeeding on their course will be referred to the Learning Support Team for follow up.

2.3 Selection

Offers are made to students providing:

- they have a successful interview
- the applicant meets the entrance criteria stated in the College guide (requirements may be waived in certain circumstances, subject to the approval of the Teaching and Quality Manager and the Deputy Principal)
- the applicant is deemed able to complete the programme and achieve the qualification
- there are places available on the course of choice

An opportunity for a second guidance interview will be available for all students who do not gain the required entry grades and, in these cases, guidance staff will aim to provide a suitable alternative wherever possible.

Courses may have to be cancelled, often at short notice, if there are insufficient students enrolled, but transfer to an available course may be possible. Full refunds will be available for tuition-fee paying students ONLY if the College closes the course.

Once offered a place, Information Services will keep in touch with applicants through correspondence and invitations to College events (e.g. Summer Taster Day, advice clinics and enrolment information). Applicants whose learning needs cannot be met by College will be referred to an Adviza adviser or a National Careers adviser for further impartial guidance and support.

2.4 Enrolment

All applicants will be informed by letter, post card or other appropriate means of enrolment and joining instruction including dates and times. All applicants have the opportunity to change their course choice at the discretion of the course leader. All course related fees are payable on enrolment or by instalments as agreed with Information Services. The Information Services Team are responsible for ensuring that applicants are aware of the financial support and are sent relevant information prior to the start of their course. Learning Support Staff, Student Guidance Advisers, Counsellor etc. will be available during enrolment to help and advise applicants with queries.

2.5 Right to Refuse an Application

All applications will be given full consideration, however, The College reserves the right to occasionally refuse admission to any applicant who:

- is unable to meet any required entry criteria.
- has previously attended College and not completed without good reason.
- has previously been subject to the College disciplinary procedure.
- has outstanding debts with the College.
- has made an inappropriate course choice.
- refuses permission for the College to take up references.
- has an unsatisfactory reference.
- has serious concerns highlighted on a DBS check

This list is not definitive.

NB. The College always refers unsuccessful applicants to other appropriate agencies for support and advice.

2.6 Appeal

Students who have their application rejected by the course leader, have the right to appeal to the curriculum manager. If the curriculum manager also endorses the course leader decision, then the student can appeal to the Learner Services Manager. The decision of the Learner Service Manager is final. If the student is still not happy with the decision, s/he can escalate this to the Deputy Principal through the complaint procedure.

3.0 Students age under 16 (full time and part time)

Policy for Admission of 14-15 Year Old Students to College Programmes

3.1 Introduction:

Newbury College has been approved to recruit 14 to 15 age students since September 2014. Pre 16 students can study on academic or vocational programmes depending on their learning aspirations. All Pre 16 students are subject to a two-stage interview irrespective of their start date, academic ability, gender, ethnicity, religion, or disability. This is to ensure that the College environment and the requested course are suitable.

3.2 Applying for Pre 16 provision at the College:

Newbury College receives applications to its Pre 16 provision starting from October half term of the previous year up to October half term of academic year in learning. All applications for the College's Pre 16 Provision will be subject to a two-stage interview:

- **Stage 1:** At this stage the Learner Services Manager aims to identify whether the College can meet the educational needs of a Pre 16 student. The Learner Services Manager will assess the suitability of the College environment, discuss safeguarding arrangements and outline the College's attendance expectations. If it is agreed that the College is able to meet the educational needs of the Pre 16 student, a second stage interview invitation will be given. At this point the College will ask the parents / guardians to complete the relevant Pupil Premium documentation, if applicable, and writes to the Elective Home Education Service and/or school to seek background information.
- **Stage 2:** At this stage Pre 16 students will be interviewed by the course leader of their subject choice to discuss in detail the course expectations and potential progression routes. If it is agreed that the course meets the aspiration of the student, a place will be reserved.

3.3 Applying for the Pre 16 provision at the College after October half term:

Pre 16 students wishing to enrol to the College's provision, with the permission of their parents and guardians, after October half term must seek school approval or West Berkshire LA approval in writing prior to applying to the College. Upon having a written endorsement, the College will conduct the two stage interview, as prescribed above. In this period the students are not yet College students and therefore the College is not obliged to provide an alternative programme of learning if the student is deemed to be not ready to join the College.

3.4 Enrolling / Adding Pre 16 students to College's roll:

Newbury College will notify West Berkshire local authority and relevant schools or the Elective Home Education (EHE) Service **within five working days** of the intention to enrol a student's name to the College roll. When adding a Pre 16 student's name, the notification letter will include: (a) the full name of the student, (b) date of birth, (c) course intending to study, and (d) a request of student file and any other safeguarding information, (exemplar available from the Admissions Team).

3.5 Removing Pre 16 students from roll:

Newbury College will notify West Berkshire local authority **within five working days** of its intention to remove a Pre 16 student's name from the College roll. When removing a Pre 16 student's name, the notification letter will include: (a) the full name of the student, (b) the full name and address of any parent with whom the student normally resides, (c) at least one telephone number of the parent, (d) the student's future address and destination school, if applicable, and (e) the ground under which the student's name is to be removed from the College roll, (exemplar available from the Admissions Team). In addition, Newbury College will abide by the Missing Child in Education (MCE) Procedure before removing any Pre 16 student's name from the roll; refer to Newbury College Safeguarding Procedure

3.6 Allocation of Places

Places will be offered on a first come first served basis, providing all other criteria are met. Parents or guardians are strongly advised to make an early application to avoid disappointment. Parents or carers (and schools where appropriate) will be informed of any changes to the offer. Where a course is over-subscribed, a waiting list will be maintained and suitable applicants will be taken in order of date of application.

- In common with all publicly funded secondary schools, Looked After Children will, in discussion with the current school and Local Authority, be considered as priority but only where they meet the other criteria outlined in this policy.
- A 14 or 15 year old student with a Statement of Special Educational Needs or Educational Health Care Plan who attends College will retain their statement. Local Authorities have a duty to maintain statements/EHCPs for children of compulsory school age.

3.7 Appeal Procedure

All Pre 16 applications are lodged with the College's Admissions Manager. On receipt, the Admissions Manager will refer the application to the Learner Services Manager who will progress this in accordance with section 3.2 above. The Learner Services Manager will either accept or reject the application at this point. If the Learner Services Manager intends to reject the application, he will invite the parent for stage 1 interview to communicate the message verbally before confirming it in writing. If the parent / guardian is not convinced of the reasons for the rejection of their son / daughter's application, then the application will be considered by the Principal and / or Deputy Principal whose decision will be final.

4.0 Overseas Students

Introduction

For publicly funded provision there are two student categories, 'home' and 'overseas' student. To meet the 'home' category, students must fulfil certain residency and immigration requirements. For those who do not meet the requirements to be funded as a 'home' student or 'ordinary resident', the EFA and SFA will not fund the learning and an 'overseas' fee will be levied.

These guidelines are designed to help determine whether an applicant falls into the category of 'home' or 'overseas' student and are based on criteria set out by the EFA and SFA 'Funding Guidance for Further Education'. Please note that these are correct at the time of publishing this policy and contacts for signposting for up to date guidance are given within this policy document.

Eligibility Criteria:

The following persons will be eligible for funding:

- A person on the 'relevant date' who is 'settled' in the UK, and who has been ordinarily resident in the UK and Islands (that is including the Channel Islands and the Isle of Man) for the three years preceding the 'relevant date' and whose main purpose for such residence was not to receive full-time education during any part of the three-year period.

'Settled' means having either Indefinite Leave to Enter or Remain (ILE/R) or having the right of abode in the UK. British citizens and certain other people have the right of abode in the UK. The following have the right of abode in the UK:

- Those with European Community–United Kingdom of Great Britain and Northern Ireland passports
 - British Dependent Territory Citizens (now known as British Overseas Territory Citizens)
 - Those whose passports have been endorsed to show they have right of abode in the UK
 - Those who have a certificate of naturalisation or registration as a British Citizen.
- A national of any European Union (EU) country or their spouse, child, grandchild, dependant parent or grandparent of such a person, or of such a person's spouse and
 - the Student must have been ordinarily resident in the European Economic Area (EEA) for the three years preceding the 'relevant date'
 - Additionally, this category includes the family members of those European nationals who have the Right of Permanent Residence in the UK even if the Student is not an EU national but is recognised by the UK Border Agency as a family member
 - NB: if the Student has not been ordinarily resident in the EEA for the requisite three years, they can still be eligible if the EU national has been so ordinarily resident; however, where the EU national is a UK national, that UK national must have lived in another EEA state as a worker, self-employed person, self-sufficient person or student.

- An EEA migrant worker or the spouse or child or dependant parent or grandparent of an EEA migrant worker, or of the EEA migrant worker's spouse, where the Student has been ordinarily resident in the EEA for the three years preceding the 'relevant date'
- Anyone who is recognised as a refugee by the UK Government (granted refugee status) who has remained ordinarily resident in the UK and Islands since being so recognised, or the spouse or child of such a refugee
- Anyone refused refugee status but who has been granted leave to stay by the Secretary of State, granted humanitarian protection (HP) or discretionary leave (DL), or was granted exceptional leave to enter or remain (ELE/ELR) by the UK Government, and who has remained ordinarily resident in the UK and Islands since being so recognised, or the spouse or child of such a person
- Students studying under reciprocal exchange agreements
- Students who are children of Swiss nationals where the Student has been resident in the EEA for the full three-year period prior to the commencement of their programme
- Students who are children of Turkish workers where the Turkish worker has been lawfully employed and resident in the UK at any time in the past and where the Student has been resident in the EEA and Turkey for the full three-year period prior to the commencement of their programme.

A non-EEA national who is in the UK with work-related immigration permission as eligible for funding after completing three years of residence in the UK with any work-related permission, or the spouse or child aged under 18 years of such a person is also eligible.

Other Students

The following groups of Students are also eligible for funding:

- a) People with humanitarian protection (HP) or discretionary leave (DL) or exceptional leave to enter or remain (ELE/ELR), their spouses and children
- b) People with recently settled status (this means those having been granted indefinite leave to enter or remain, right of abode or British citizenship within the three years immediately preceding the start of their learning)
- c) The spouse of a person with settled status, where the spouse is not a citizen of an EEA country and has been resident in the UK for three years
- d) The spouse of an EEA national living within the UK, where the spouse is not a citizen of an EEA country and has been resident in the UK for one year
- e) Asylum seekers in receipt of local authority support under s23C of s23CA Children Act 1989 or s21 National Assistance Act 1948.

Asylum Seekers

Eligible Asylum seekers are those who have

- Legally been in the UK pending consideration of their claim by the Home Office for longer than six months and no decision has been made.
- Been refused asylum but eligible and granted support under section 4 of the Immigration and Asylum Act 1999

It must be noted that the eligibility of failed asylum seekers receiving Section 4 support at the time of issuing this document is being reviewed by the Government. If a change is made, it is the Provider's responsibility to ensure that a Student's eligibility is correctly assessed prior to them starting an aim.

Continuing Students

For all ages of individuals, eligibility for funding is based on the premise that any Student must be able to complete and achieve the aim or programme of study within the time that they have available.

Any learning aim that has been started and was not funded for any reason, but is funded by the Student or from another source, cannot be funded by the Agency at a later date even if the Student's circumstances change or if funding becomes available.

Definition of Ordinarily Resident

For funding purposes, ordinarily resident means any person who habitually, normally and lawfully resides from choice and for a settled purpose in that country; temporary absences from the relevant areas should be ignored. Someone who has not been ordinarily resident because they or the person's parent or spouse was working temporarily abroad and they were required to accompany them will be treated as if the person had been ordinarily resident in the relevant area.

No Recourse to Public Funds

An individual who has 'no recourse to public funds' included in their passport stamp, would not be in breach of their immigration conditions if they had access to state-funded education in the UK.

This condition in a passport therefore makes no difference to a Student's eligibility, which must be determined under the normal eligibility criteria.

Students from Wales, Scotland, Northern Ireland, the Isle of Man or Channel Islands

Wales, Scotland and Northern Ireland have their own funding arrangements and students from these countries can only be funded with prior authorisation from the funding bodies. All Students, whilst resident in the Channel Islands and Isle of Man, are ineligible

Students in the Armed Forces

British Armed Forces personnel may wish to continue in education and training while serving their country. Eligible programmes of study for service personnel, Ministry of Defence (MoD) personnel or civil servants, their spouses and dependants will be funded:

- where the individual normally resides in other parts of the UK but is on a posting in England or is accompanying a member of the service personnel, Ministry of Defence (MoD) personnel or a civil servant

- where an individual normally resides in England but is posted outside England as part of his or her work with the Armed Forces or is accompanying a member of the service personnel, Ministry of Defence (MoD) personnel or a civil servant. This includes where the individual begins an aim or programme in England and is posted elsewhere while enrolled on this aim or programme and cases where the individual commences an aim or programme while posted outside England. In either case, the aim or programme will be funded to completion.

Members of the British Armed Forces who are posted outside of the EU are deemed to be still resident in the UK for eligibility purposes. This means that when they return to England they do not have to be resident for three preceding years before being eligible. This also applies to the family members of these individuals. Where the ex-member of the British Armed Forces does not return immediately to the UK this eligibility lapses three years after leaving the British Armed Forces.

Individuals of other nationalities serving as members of the Armed Forces are considered eligible for funding throughout their period of service on the same basis as their British national counterparts. This includes the funding eligibility provided under the conditions described above and extends to their spouses and dependants on accompanied postings. This does not apply to spouses and families who do not join members of the Armed Forces and instead remain outside of England.

Students Employed Temporarily Outside England

Where, as part of the requirements of employment, a person who is ordinarily resident in England is required to work outside England for short periods, that person and their spouse and dependants where the spouse or dependants are also ordinarily resident in England, are eligible for funding.

Higher Education Students (Level 4 and Above)

HE students have the potential for funding from the SFA or HEFCE. A loan facility is available in most cases to apply for a loan to cover the fees as well as possible maintenance grants. More details are available from Advanced Learning Loans or Student Finance England.

Qualifying countries and/or areas that establish individual eligibility for funding:

Member States of the European Union:

Austria, Germany, Netherlands, Belgium, Greece, Poland, Bulgaria, Hungary, Portugal, Cyprus, Ireland, Romania, Czech Republic, Italy, Slovakia, Denmark, Latvia, Slovenia, Estonia, Lithuania, Spain, Finland, Luxembourg, Sweden, France, Malta, United Kingdom

Notes on certain territories that fall within the EU

- Cyprus: The whole island became part of the EU on 1 May 2004 Ordinary residence is defined as any part of the island to qualify for EEA residency
- Finland: includes Aland Islands
- France: the French Overseas Department (DOMS) (Guadeloupe, Martinique, French Guiana (Guyana), Reunion and Saint-Pierre et Miquelon) is part of metropolitan France and is part of the EU
- Germany: includes territory of the former German Democratic Republic prior to German unification. The tax-free port of Heligoland is included within the EU
- Portugal: Madeira and the Azores are part of the EU. Macau is not
- Spain: the Balearic Islands, the Canaries, Ceuta and Melilla are part of the EU
- United Kingdom: Gibraltar is part of the territory of the EU. The Channel Islands and Isle of Man are not part of the EU
- Other territories: Andorra, Monaco, San Marino and the Vatican are not part of the EU

EEA and Eligible Overseas Dependent Territories

For funding eligibility purposes, the EEA is defined as all members of the EU and Iceland, Liechtenstein, Switzerland and Norway.

Students who are nationals of certain British Overseas Territories and of certain European Overseas Territories will also be eligible for funding, subject to the usual three-year rule on residency:

Eligible British Overseas Territories

Anguilla, Bermuda, British Antarctic Territory, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Falkland Islands, Henderson Island, Montserrat, Pitcairn, Ducie and Oeno Islands, South Georgia and the South Sandwich Isles, St Helena and its Dependencies, Turks and Caicos Islands

Eligible overseas territories of other EU member states

Greenland and Faroe Isles, Antilles (Bonaire, Curacao, Saba, St Eustatius and St Maarten) and Aruba, New Caledonia and Dependencies, French Polynesia, Wallis and Fortuna, Mayotte, French Southern and Antarctic Territories

Fees

For overseas fees, please refer to the College's fee policy.

There is an annual fee for full-time provision and an hourly fee for part-time provision. Any exam/registration fee will be added to the total fee.

Fees DO NOT include any additional support a student may require. This will be charged at the hourly rate for PT students (£14.80) or £6,040.00 for FT students.

ALL Fees must be paid in full at or before enrolment.

Who Can Apply as an 'Overseas' Student?

An 'overseas' student **cannot** start their programme without having produced evidence of the relevant visa. Such students will be withdrawn before the start of the second half term if they have not produced the appropriate visa by this time.

If unsure of a student's fee or visa status, please refer to Information Services for clarification.

Admission Procedure

Application

Applicants resident in UK at time of application:

- Follow student recruitment procedures as described in sections 1.2, 1.3, 1.4
- Students wishing to enrol on College Courses who do not have English as a first language must have their level of English assessed by the EFL department prior to being offered a place on a course.

Applicants resident overseas at time of apply:

- Applicant is sent the standard 'International letter'.
- Application is then held in Information Services until the applicant contacts college to say they are in the UK and able to attend for interview and assessment as above.

For 'Overseas' applicants who attend for Initial Skills and Guidance and are told that they will be offered a place on a programme with us, we will ask them to produce evidence showing that they are authorised to study in the UK. Sight of their passport will usually suffice. A copy of their passport will be placed on their Admission file.

If an applicant has checked **NO** in the box '*Are you a permanent resident in the UK or other EEA country?*' and/or stated they have not lived in the UK for more than 3 years other than for the purposes of education, Information Services should ascertain their fee status.

Should no evidence be available, the student should be referred to a Guidance Adviser to check their status and collect current evidence for audit purposes. Evidence collected for previous years study is NOT acceptable.

Once enrolled, 'overseas' students **cannot** apply for Student Support Fund assistance or other Government financial support save for those students enrolling on an FENNS course for which there is limited funding.

IF A COPY OF THEIR STUDY VISA HAS NOT ALREADY BEEN PLACED ON THEIR ADMISSION RECORD, A COPY MUST BE TAKEN AND SUBMITTED WITH THE ENROLMENT FORM.

Payment of Fees

Fees must be paid in full at or before enrolment.

Related Information

Applicants who are unsure whether they are a 'home' student should ask The British Council overseas or the British Council in the UK on +44 (0) 161 957 7755.

Nationals of certain countries must obtain a visa before they arrive in the UK to study. These are called visa nationals. The Foreign and Commonwealth Office can confirm who is a visa national. Their website address is: www.fco.gov.uk or their telephone number is +44 (0) 20 7238 3838.

Any other immigration enquiries should be directed to the Immigration & Nationality Directorate on +44 (0) 870 606 7766 or the British Council on the number above.

Application for a visa to study in Britain should be made to the UK Overseas Mission in the applicant's usual country of residence. They can find out where their nearest Mission is by visiting www.fco.gov.uk Applications will be considered on submission of a letter of acceptance onto a full-time programme of study from a college or university, evidence of having sufficient funding for the proposed stay in Britain and details of accommodation.

Before leaving from overseas to study in the UK, individuals must make sure that they meet the UK immigration requirements (see below). They will find it helpful to carry documents with them, which will show immigration officers that they meet the requirements for entering the United Kingdom as a student.

- ✓ Individuals **MUST** have been accepted on to a full-time course of study at an institution of further or higher education
- ✓ Individuals **MUST** show that they can meet the costs of the course and have enough money to live on without working in the UK
- ✓ Individuals **MUST** intend to leave the UK at the end of their studies.

For more information about study in the UK, local British Council Offices can help or their publication *First Steps* may prove useful.

The following web links may prove useful:

British Council	Home Page: Education Advice Page:
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UKCISA - [UK Council for International Student Affairs](#)

[Fees and Funding for International Students](#)

[Complete list of information sheets](#)

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Next Review: October 2019

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