

London College of Business

Admissions Policy

1. College Mission Statement

The mission of the London College of Business as envisioned and elaborated on from our earliest days, compels us to move forward in finding improved ways of providing responsive, high quality education. The London College of Business pledges to preserve and advance "equality alongside quality, accessibility alongside excellence, and liberality of thought alongside rigor."

2. Scope

This policy covers all applicants to courses at the College.

3. Principles

Guidance

The college is committed to providing impartial guidance in the admissions process to help applicants to choose the course or programme which is right for them.

Increasing participation

London College of Business is committed to increasing participation in higher education and training. Applications to attend college courses are actively encouraged from all interested individuals in the local community and beyond.

Confidentiality

The college is committed to ensuring confidentiality during the admissions process to comply with the requirements of the Data Protection Act 1998.

Equality of Opportunities

The LCB (and therefore each employee and student) is bound by law not to discriminate and unjustifiably, directly or indirectly, against any person in any work or educational activity on the grounds of that persons sex, marital status, disability, race, colour, nationality or ethnic origin. The Disability Discrimination Act 1995 also makes it unlawful to unjustifiably discriminate against a person in any work or education activity because of his/her disability. The principle of equal opportunities is reflected in the LCB's charter in that: "No test related to sex, race, colour or religious or political belief shall be imposed on any person in order to be admitted as a member, teacher or student of the LCB or to hold office therein, or to graduate threat, or to hold any advantage or privilege thereof".

4. Applicants with particular needs

Learning difficulties/ disabilities

The application form provides the opportunity for applicants to identify how they would like to let the College know about any help they are likely to need i.e. by talking confidentially to a member of staff by telephone, in writing, or through someone else such as an advocate, parent or carer. The college will help applicants with learning difficulties/ disabilities by helping to assess their learning needs and by providing additional support where appropriate.

International students

The college requires that all applicants from overseas, who are classified as overseas students for tuition fee purposes, pay a deposit before a Certificate of Sponsorship can be issued to enable the

applicant to obtain a student visa and that the balance of the tuition fee is paid in full at the start of the course or arrangements are made to collect the fees in direct debit instalments in accordance with the college Fee Policy.

5. Procedure Information

- Provide accurate, current, unbiased and appropriate information, which is accessible and readily available about all aspects of the College's provision and other educational establishments that will enable applicants to make informed decisions about their options.
- Respond to requests for information, which are made by post, telephone, email or internet in a prompt efficient manner and within two working days.
- Ensure that all information is up-to-date and correct.
- Advise students of learning support services available to them.
- Inform applicant of tuition fees, costs associated with the course and any financial support available such as Student Scholarships.

6. Application Information

- College application form received by the Admissions Department. Acknowledgment letter sent within 48 hours.
- Applicant details entered onto database.
- Basic details checked with regard to course, qualifications of applicant meet entry criteria and whether they are home, EU or overseas students.
- The copies of documents sent to the college should all be certified copies, preferably by the British Council Authorities.
- Documents which are not in English should be translated to the English language and then certified.
- If entry criteria are met, letter is sent advising applicant of the further enrolment procedure.
- If overseas applicant, the letter sent advises of fees and visa requirement as well.
- If entry criteria are not met applicant is advised and invited to discuss other, more appropriate options with a student advisor.
- The Admissions Department along with the Course Director decides whether applicant is offered a place. Letter sent offering a place. If the applicant accepts the place, a further letter is sent explaining the arrangements for the enrolment, registration, induction and orientation of new students. A course handbook is also sent to help the integration process.
- Applicants are kept informed of the obligations placed on them at the time the offer of a place is made and of any significant changes to a programme made between the time the offer of a place is made and registration is completed, and that they are advised of the options available in the circumstances.
- College records are updated.