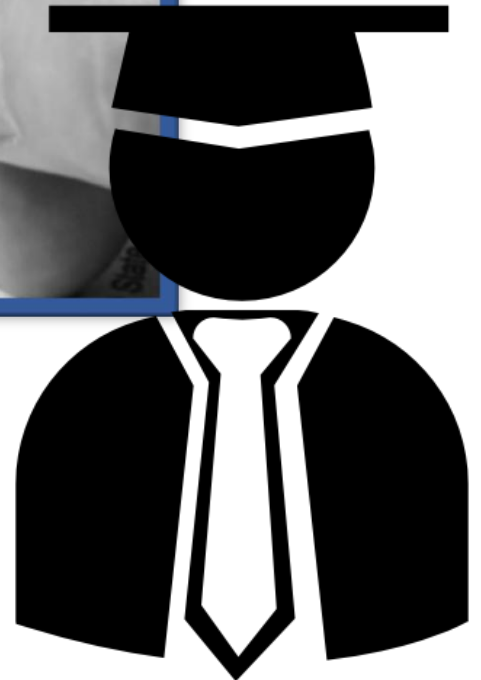


ADMISSION POLICY AND PROCEDURE OF CERTIFICATION



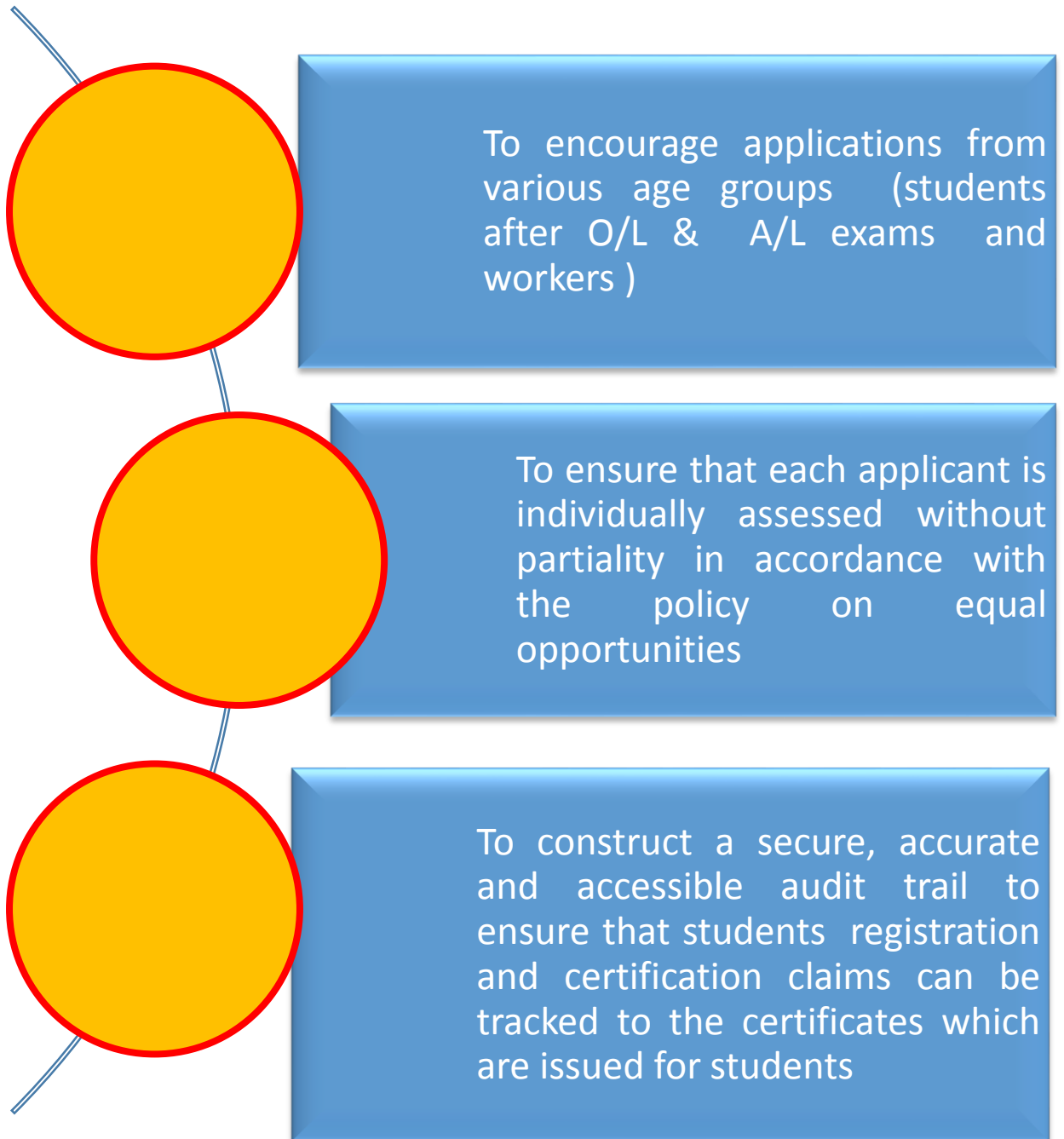
Published Date : 25th July 2016

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Next Review : 02nd August 2017

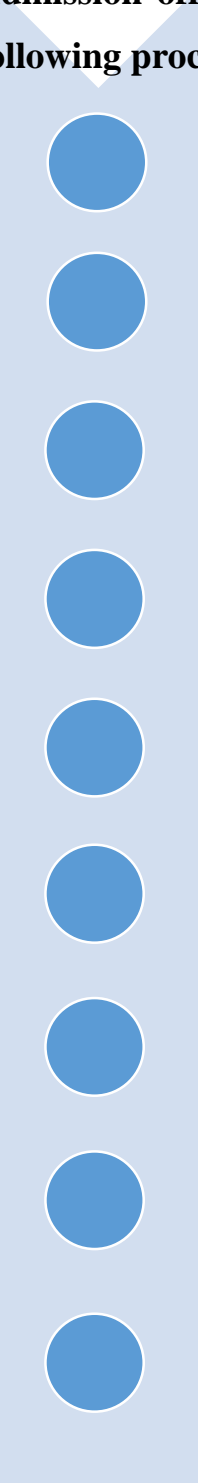
Published by Admission Department

OBJECTIVES



PROCEDURES

Admission office and the department of examinations will implement the following procedures

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- Every applicant is considered individually in a holistic assessment using all the information available to us:
 - Their academic record, including GCSE grades and A Level (or equivalent) grades or predictions
 - The personal statement
 - Submitted work, where requested
 - Students are registered within 30 days of when they start the programme
 - Admissions team will be given regular advises to inspect the accuracy of students being registered by Academic Administrator and the heads of the particular departments.
 - Campus provides exhaustive information about all aspects of the admissions procedures through the range of publications and website.
 - Students can transfer their registration and achievement to date between centres. Transfer between programmes is permitted. The admission office should ensure that adequate information about the transferee's position and progress is communicated.
 - The certificates will be issued considering the assessment records
 - IBA Certificates will be issued to students, having been inspected the accuracy and completeness by Director and CEO, and the certificates received from the international awarding body will be scrutinised before being handed over to the students, by international affiliation department. Any inconsistencies found will be reported to the awarding body immediately.
 - All records will be kept safely and securely in the database
 - This policy will be reviewed annually by CEO and the head of Academic and Quality Assurance.

RESPONSIBILITIES



Admission officer is responsible for accurate and valid registration, transfer and withdrawal and certificate claims for students.



Program leader is responsible for ensuring learner details



Senior Management is responsible for overseeing the registration, transfer, withdrawal and certificate claims for learners to ensure that awarding body deadlines



Recruitment and Outreach functions (for example, Open Days, school visits, widening participation programme) are provided by Student Recruitment while the Marketing office provides hard copies and digital materials to promote the campus' programmes and related opportunities