



Admissions Policy 2023-24

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List of Related Policies:			
Policy No	Policy Title		
07	Data Protection Policy		
11	Equal Opportunities and Diversity Policy		

Admissions Policy 2023-24

Deadlines for Admissions for Programmes Starting in 2023-24:

MA programmes: 31/08/23 for those starting in September 2023.

MA programmes: 31/12//23 for those starting in January 2024.

MA programmes: 30/04/23 for those starting in June 2024.

MA Applications submitted after the closing dates will be considered for the next intake.

BA programmes: 04/09/23 for those starting in September 2023.

BA Applications received up to 15/09/23 will still be considered, but they will be regarded as late. Late applications are not encouraged, but we recognise they may be unavoidable in some cases. BA Applications submitted after 15/09/23 will be considered for the next intake.

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1. Statement of Intent

- 1.1** ForMission College is committed to ensuring that all applicants are treated equally and that applications are handled in a manner which is fair, open and transparent.
- 1.2** ForMission is committed to inclusivity and to widening participation in higher education. The College values a rich diversity of students and encourages applications from people of all social and cultural backgrounds.
- 1.3** Whilst it is not essential for an applicant to be a Christian to take any of the programmes of study, we do expect applicants to respect our Christian ethos and values since this is fundamental to our vision and values (see <https://formission.org.uk/the-vision/>). ForMission is a member of the Evangelical Alliance, and we ask all applicants to read and respect the Evangelical Alliance's Basis of Faith (<https://www.eauk.org/about-us/how-we-work/basis-of-faith>). This is to ensure that they understand the doctrinal basis of the teaching that they will receive. For example, the Christian faith embraces a wide variety of legitimate interpretations of Scripture. ForMission celebrates healthy debate and academic freedom. However, if an applicant does not accept the Bible as God's inspired word, then they are likely to be frustrated in their studies with ForMission since much of the teaching given is Bible focused and based on this assumption. Constant questioning of this assumption will disrupt the learning of all students. Therefore, if an applicant feels they disagree very strongly with this doctrinal statement then this is probably not the right programme of study for them.
- 1.4** This Admissions Policy is reviewed regularly, and all changes are subject to approval by the College's Senior Management Team. The Senior Management Team has responsibility for this policy, and it is administered by the Admissions Officer and staff who are involved in admissions.

2. Scope

- 2.1** This policy sets out the approach for admissions to all courses delivered by ForMission College, providing guidance to the College's staff and to applicants.
- 2.2** It reflects current legislation and takes account of the guidance and codes of practice issued by Government and statutory bodies. Linked policies include: ForMission College Data Protection Policy and ForMission College Equal Opportunities and Diversity Policy.
- 2.3** ForMission has a collaborative partnership with Newman University: <https://formission.org.uk/partnerships/> and <https://www.newman.ac.uk/knowledge-base/our-collaborative-provision/>. Applicants who apply to ForMission are applying to study programmes that are offered in partnership with Newman University, either via a franchise agreement or a validation agreement. Newman University has the right to make a final decision regarding the admission or ongoing enrolment of any student studying with ForMission. Newman University's Admissions Policy can be found here: <https://www.newman.ac.uk/knowledge-base/our-admissions-policy/>.

3. Principles

- 3.1** In the interests of fairness and consistency, every effort is made to admit only those applicants who have the potential and ability to complete the course of study they wish to pursue. This is in accordance with the Core Practice set out in QAA's Quality Code for Higher Education which states that "Providers need to ensure that only students for whom there is a reasonable expectation that they are capable of completion are admitted."¹ Therefore, ForMission College reserves the right to:
- Exercise academic judgement and discretion in assessing applications;
 - ForMission College reserves the right to require any applicant to take the Initial Student Evaluation test and/or the TrackTest English assessment.
 - Refuse admission or withdraw an offer of admission from any applicant who constitutes a present or future risk to staff, students or others, or whose behaviour is such that they would have been subject to disciplinary procedures under the College's regulations if they had been enrolled.
- 3.2** Any applicant who has previously been a student at the College but has failed, exited the course, or been withdrawn may not be eligible for admission to the College for up to 3 years. The College expects them to be able to show clear evidence of academic development in the interim. They must also have taken steps to address any issues raised or feedback given during any previous study. This will be reviewed on a case-by-case basis.

4. Physical Impairment and Learning Difficulties

- 4.1** Applicants with a disability or long-term health condition should disclose information about their condition on their application form, so that support measures can be put in place to help them, both during the admissions process and after enrolment as a student. Disclosure of a disability or long-term health condition will not be detrimental to the application.
- 4.2** Situations where individuals need additional support will be assessed on a case-by-case basis and, where possible, reasonable adjustments will be made by the College.
- 4.3** Prospective applicants who feel they need advice in this area should contact the Admissions Officer (admissions@formission.org.uk).

5. Courses and Entry Requirements

- 5.1** Information about the courses offered by ForMission College can be found on the College's website (www.formission.org.uk). Printed copies of the prospectus, MA brochures and course information are also available. However, as the printed material is usually published before the recruitment cycle begins, applicants should regard the information on the website as being more up-to-date.
- 5.2** The Undergraduate courses offered by ForMission College for the 2023-24 academic year are:

¹ QAA, (2018), *UK Quality Code for Higher Education, Advice and Guidance: Admissions, Recruitment and Widening Access*, p.2, available at: <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/admissions-recruitment-and-widening-access>.

- BA (Hons) in Theology, Mission and Ministry with Specialism in Missional Leadership (3 years full-time, 6 years part-time)
This pathway is not available at the Youth Ministry Hub with Reign Ministries.
- BA (Hons) in Theology, Mission and Ministry with specialism in Youth Ministry (3 years full-time, 6 years part-time)
This pathway is only available at the Youth Ministry Hub with Reign Ministries.
- BA (Hons) in Theology, Mission and Ministry with specialism in European Missional Leadership (3 years full-time, 6 years part-time)
This pathway is only available at the European Hub with Josiah Venture.
- BA (Hons) in Theology, Mission and Ministry with Foundation Year (Foundation Year is 1 year full-time, BA Degree is 3 years full-time, 6 years part-time)
The Foundation Year is an additional year of study to enable students to develop academic and other skills before commencing the BA Degree. (The Foundation Year is not available part time. The Foundation Year is subject to availability at all hubs. The Foundation year is not available as a standalone year, it is the first year of a 4-year BA programme.)
- BA (Hons) in Theology, Mission and Ministry (Top-Up) (1 year full-time or 2 years part-time)

5.3 The Postgraduate courses offered by ForMission College for the 2023-24 academic year are:

- MA Missional Leadership (3 years part-time)
- MA Missional Leadership and European Studies (3 years part-time)
This specialist European modules for this pathway are only available at the Amsterdam hub.
- MA Missional Leadership and Social Entrepreneurship (3 years part-time)
- MA Missional Leadership and Spirituality (3 years part time)
- MA Missional Leadership and Justice (3 years part-time). This programme is only available from January 2024
- MA Missional Leadership, Discipleship and Movements (3 years part-time) This programme is only available from January 2024
- A PGCert is available for any of the above six programmes (1 year part-time) PGCerts in Missional Leadership and Justice, and in Missional Leadership, Discipleship and Movements are only available from January 2024
- A PGDip is available for any of the above six programmes (2 years part-time). PGDips in Missional Leadership and Justice, and in Missional Leadership, Discipleship and Movements are only available from January 2024

5.4 The entry requirements for each course are subject to the College's agreements with its partner university. In addition, the College reviews its admissions procedures and applicant assessments on an annual basis.

5.5 Details of the current entry requirements for each course can be found in Appendix A.

5.6 The College welcomes applications from those with previous academic credit, or from those

who have significant work or life experience and who may not necessarily meet the published academic requirements for their chosen course. Applicants who need further guidance in this area should contact the Admissions Officer at admissions@formission.org.uk.

- 5.7** All applicants must have at least one satisfactory reference. ForMission College reserves the right to specify the types of referee that would be appropriate. A referee should not be a relative or be in a relationship with the applicant. The referee cannot be a member of ForMission's Admissions Board. The reference will normally be taken over the phone, by a member of the College's Admissions Team.

6. Applicants for Entry to Year Two or Three

- 6.1** The College may consider applications for entry to the second or third year of a programme on an individual basis.
- 6.2**
- 6.3** Such applicants will normally have completed one or more years of study on a similar programme at another institution. As mentioned in 5.6 above, credit may be given for previous certified or experiential learning in such applications. The College must be satisfied that previous studies and/or experience, are equivalent to the modules and/or years of the relevant programme for which they wish to have exemption.
- 6.4** Credit (Recognition of Prior Learning) shall not be given for more than 240 credits at Level 4 and 5 of an undergraduate programme, nor more than 80 credits of a postgraduate course of study.

7. Application Process

- 7.1** Applications for all courses will normally be made online, via the College website. Applicants are encouraged to apply as early as possible in the annual admissions cycle, and to contact the Admissions Officer if they have any queries.
- 7.2** Applicants will receive an email from a member of the admissions team (usually within 5 working days of submitting their form) which will include information and advice about the next steps.
- 7.3** Staff at the applicant's preferred hub will contact them to arrange the interview, which will take place at that location or by video call (e.g., Zoom). Hub staff will also verify and copy documents and administer admissions tests.
- 7.4** All applicants are interviewed, regardless of their academic qualifications. The interview will cover aspects such as the applicant's motivation and aspirations and their biographic and educational details. Applicants will also be asked to disclose other factors which may affect their ability to study, such as their use and access to computers, their time commitments, any physical or other impairments that may require adjustments, and any learning difficulties which may require additional student support. A reference will be obtained for all applicants.

- 7.5** The interviewer, who will normally be a Pathway Leader, or member of the Academic Team, will also record a recommendation as to whether the applicant should be offered a place (which may be conditional on passing an initial trial module (postgraduate programmes only)) on the course they have applied for, providing a rationale and justification for their recommendation.

8. Duty to Disclose Criminal Convictions

- 8.1** The College has a responsibility to provide a safe environment for students, staff and visitors, and reserves the right to deny admission to applicants with criminal conviction(s) which suggest that they might pose a danger to the College community.
- 8.2** Applicants are required to declare information in relation to any criminal convictions. This information must be disclosed at the point of application. Any other unusual circumstances e.g., dismissal from previous employment or expulsion from a Higher Education Institution must also be declared.
- 8.3** As the undergraduate courses all require work-based learning which will almost inevitably entail engagement with children, young people or vulnerable adults, having an up-to-date Disclosures and Barring Service (DBS) enhanced disclosure (or equivalent national disclosure) is an essential requirement for admission. The College will carry out DBS checks for all applicants who cannot supply an enhanced DBS certificate which is dated within the six months prior to the enrolment date. All DBS certificates which flag historic or unspent convictions will be reviewed by the Safeguarding Panel and, if necessary, Newman university before a decision on admission is finalised.
- 8.4** Applicants who do not declare a criminal conviction and are admitted without the required investigation procedure may have their enrolment rescinded and/or be subject to College disciplinary procedures. If the student has completed their course before a criminal conviction is discovered the College reserves the right to revoke the award and notify the appropriate bodies.
- 8.5** We consider each case on its merits and seek to act in line with the Rehabilitation of Offenders Act 1974 and any other related legislation, where possible. In all cases involving criminal convictions, the decision of Newman University is final.

9. Eligibility to study in the UK

- 9.1** ForMission is not licensed by the UK Government to sponsor migrant students under the Student route and is therefore unable to accept applications from international students at present. Students studying at the European Hub or Amsterdam Hub do not need a UK visa.
- 9.2** EU students who start a programme on or after 1 August 2021 must have settled or pre-settled status under the EU Settlement Scheme in order to start a programme. It is also necessary to have settled or pre-settled status under the EU Settlement Scheme to be eligible for student finance. Please see the UK Government's advice here:
<https://www.gov.uk/student-finance/eu-students>.

10. Admissions and Offers

- 10.1** Every application will be considered by an Admissions Board. The Board will review all evidence for each applicant and make a decision regarding which course, if any, may be offered. Where an applicant has previously been a student at the College, evidence provided by the Academic Team will be included in the documents presented to the Board.
- 10.2** Any offer letter which is sent to the applicant will include a statement of the terms and conditions under which a place is being offered. It addresses the College's responsibilities to applicants and students, and those of applicants in accepting the offer of a place.
- 10.3** If an applicant accepts an offer but then decides to cancel, they have the right to do so. If they cancel within 14 days of their enrolment at the start of the academic year, any deposit or administration fees that have been paid, will normally be refunded in full. If the applicant cancels after this 14-day period, any deposit or administration fees that have paid, will not be refunded.
- 10.4** If it transpires that the applicant has intentionally misled the College in any particular and this has an impact on whether a place would have been offered, the College reserves the right to rescind the offer with immediate effect. In such circumstances, no refunds will be made by the College.
- 10.5** Applicants may defer entry for one academic year. Requests to defer for a longer period may be considered in exceptional circumstances. Applicants who accept an offer and defer entry should be aware of the possibility that there may be material changes to programme availability, content, mode of delivery or location availability for the following year of study.
- 10.6** Applicants who are unsuccessful may apply again in a subsequent year. However, the College expects them to be able to show clear evidence of academic development in the interim. They must also have taken steps to address any issues raised or feedback given during any previous application process.

11. Student Rights

- 11.1** The Consumer Rights Act sets out the consumer rights of students. More information can be found at <https://www.gov.uk/government/publications/higher-education-guide-to-consumer-rights-for-students>.

12. Enrolment and Induction

- 12.1** All new students must attend Induction at the start of their course you will be enrolled (if all other conditions have been completed) confirm their attendance and follow up on any outstanding issues.
- 12.2** If the student is registered on a franchise programme, after they have completed the full enrolment with our partner university, Newman, they will be considered as a student, rather

than an applicant. If the student is registered on a validation programme, after they have completed the full enrolment with ForMission, they will be considered as a student, rather than an applicant.

- 12.3** The right to cancel within 14 days (mentioned above in 9.3) begins from the date of enrolment.

13. Fees and Funding

- 13.1** ForMission has the expectation that applicants will be able to fund both tuition fees and living expenses for the duration of their course.

- 13.2** The usual funding routes are:

- Student loan: for 2023-24 admissions, student loan applications may be made to Student Finance England, Student Finance Wales, Student Finance Northern Ireland or the Student Awards Agency Scotland.
- Sponsor payment: applicants must supply the name, address, and contact details of the Sponsor. If their sponsor fails to make the payments, the applicant will become responsible for doing so.
- Self-funding: if ForMission considers that an applicant's ability to pay their fees is unclear from the information which they have already given, further details will be requested. Applicants who are not able to satisfy the College of their ability to pay may become ineligible for admission.

- 13.3** All self-funded and sponsor-funded courses require the payment of a deposit at the point when an offer is accepted. This amount will be deducted from the total tuition fee due at the start of the course. For undergraduate applicants who apply for a student loan for their tuition, the relevant loan company will make fee payments directly to the College, so no deposit payment will be required.

- 13.4** Unless the offer letter states otherwise, the tuition fee advertised does not include any charges for residential accommodation, assessment resubmissions, extensions to the designated period of study, travelling expenses, costs relating to work-based learning, cost of books, cost of computers, cost of internet, cost of hiring attire for graduation, or any other miscellaneous expenses which may be related to the course of study.

- 13.5** If tuition fees (or any other fees and costs) are not paid in full or on time, the College may impose penalties, for example, students may not be allowed to progress on their course or may be withdrawn from their course. Services such as access to the library, or use of some or all of College's facilities, may be suspended. The College may also take legal action to recover any unpaid money.

- 13.6** If a student withdraws from their course after it has started, they may still be required to pay tuition fees for that academic year. Each student should refer to the terms and conditions of their offer letter.

14. Changes to Courses and/or Hubs

- 14.1** The College aims to deliver the courses as they are advertised and at the Hub which applicants have chosen. However, the College reserves the right to revise course content and the method or location of course delivery if this becomes necessary. For more information, please refer to the College's Student Protection Plan which can be found on our website: <https://formission.org.uk/policies/>.
- 14.2** Applicants will be informed at the earliest opportunity of any significant changes to the content or format of the course they have applied for, and if relevant, offered the opportunity to be considered for an alternative course of study.
- 14.3** As set out in the College's Student Protection Plan, the College reserves the right to withdraw a location or to move premises if this becomes necessary. If a hub is withdrawn, applicants and students will be offered the opportunity to transfer to any of the College's other hubs.

15. Interaction between the College and Applicants

- 15.1** ForMission College expects all interaction between applicants, students and staff to be conducted with courtesy and respect. Hostile, aggressive or otherwise inappropriate behaviour by applicants or their representatives towards staff, students, or other applicants will not be tolerated and may prejudice the further consideration of an application, appeal or complaint. These expectations are set out more fully in the College's Community Learning Agreement which all students and staff agree to abide by.

16. Appeals and Complaints

- 16.1** The College aims to consider all applications fairly and in line with the College's Equal Opportunities and Diversity statement and other policies. To safeguard the interests of applicants, the College has an Admissions Appeals and Complaints procedure which any applicant is entitled to use.
- 16.2** If an applicant is dissatisfied with how their application has been handled, they should raise the matter with hub staff or with the Admissions Officer in the first instance. If the issue cannot be resolved in this way, the applicant is advised to use the Admissions Appeals and Complaints Procedure, which can be found at Appendix B.

17. Data Protection

- 17.1** All applications to the College will be handled in accordance with the College's Data Protection Policy. A copy of this can be found on the website, at: <https://formission.org.uk/policies/>.
- 17.2** The information provided in the applications will be kept confidential. It will only be used for admissions purposes and will form part of the student's record if they accept a place. It will be confidential between the applicant, the College, the partner university, and any other parties the applicant has consented to as part of the admissions and enrolment process (e.g., the Higher Education Statistics Agency, HESA).

- 17.3** The College will not enter into discussions relating to applications with anyone other than the applicant unless the applicant nominates a named person in writing, who can discuss the application on their behalf.
- 17.4** Anonymised and aggregated applicant data is analysed by the College for purposes including institutional and statutory monitoring, market research, planning, teaching, and learning. This is to ensure that processes are fair and effective, and that courses best reflect applicant need.

18. Policy Review

- 18.1** The admissions procedure will be reviewed annually, at the end of the September admissions cycle. Any practice or policy revisions will be incorporated into the policy with effect from the start of the next admissions cycle.

19. Appendix A – Entry Requirements

19.1 BA Programmes

The entry requirements set out below apply to the following programmes:

- ❖ BA (Hons) in Theology, Mission and Ministry specialism in Missional Leadership
- ❖ BA (Hons) in Theology, Mission and Ministry specialism in Youth Ministry
- ❖ BA (Hons) in Theology, Mission and Ministry specialism in European Missional Leadership

BA Programme entry requirements:

- GCSE English at Grade 4/C or equivalent;
- A minimum of 80 UCAS points or equivalent;
- Evidence of English proficiency from applicants who do not have the necessary GCSE or equivalent, or whose formal education was not delivered in English. This evidence will normally be a TrackTest level B2 or equivalent.
- ForMission College reserves the right to require any applicant to take the Initial Student Evaluation test and the TrackTest English assessment.

Applicants who do not meet the qualifications requirements may take an Initial Student Evaluation test (ISE). For access to the BA or FdA programmes without a Foundation Year, applicants must score at least 50%.

Where an applicant has applied for a BA programme, but they do not meet the entry requirements, they may be offered a place on the Foundation Year if they obtained 40% or more. Successful completion of the Foundation year will lead to progression onto the BA programme.

19.2 BA with Foundation Year Programmes

Where a student applies for the BA programme with Foundation Year, they will usually take the Initial Student Evaluation test (ISE) and they may be offered a place on the BA programme with Foundation Year if they obtained 40% or more. Evidence of English proficiency from applicants who do not have the necessary GCSE or equivalent, or whose formal education was not delivered in English. This evidence will normally be a TrackTest level B1 or equivalent.

ForMission College reserves the right to require any applicant to take the Initial Student Evaluation test and the TrackTest English assessment.

19.3 MA Programmes

The entry requirements set out below apply to the following programmes:

- ❖ MA Missional Leadership
- ❖ MA Missional Leadership and European Studies
- ❖ MA Missional Leadership and Social Entrepreneurship
- ❖ MA Missional Leadership and Spirituality
- ❖ MA Missional Leadership and Justice
- ❖ MA Missional Leadership, Discipleship and Movements
- ❖ All PGCert and PGDip programmes

Minimum MA Programmes entry requirements:

- A 2:2 in a theology degree, or a 2:1 in a non-related degree awarded by a UK University (Route 1); or
- A recognised degree, or equivalent, in theology or a closely related subject, awarded by a University in Western Europe, North America or Australasia (Route 2)
- Significant and relevant ministry experience (Route 3)

In the cases of Routes 2 and 3, the College may require the applicant to take at least the first module of the chosen MA Programme on a trial basis (details of which will be explained to the applicant during the admissions process), to determine whether the applicant demonstrates sufficient ability to succeed on such MA Programme.

For all courses

- Applicants who request entry at Levels 5 or 6 should normally have completed one or more years of study on a similar course at another institution;
- Applications from those with previous academic credit, or from those who have significant work or life experience and who may not necessarily meet the published academic requirements for their chosen course are welcomed.
- Applicants who need further guidance, including queries related to seeking recognition of prior learning or experience, should contact the Admissions Officer at admissions@formission.org.uk.

20. Appendix B – Admissions Appeals and Complaints Procedure

20.1 Handling of Complaints

ForMission aims to consider all applications fairly and in line with the College's Equal Opportunities statement and other policies. This Admissions Appeals and Complaints Procedure has been put in place to safeguard the interests of applicants.

If an applicant is dissatisfied with how their application has been handled, they should raise the matter with hub staff or with the Admissions Officer in the first instance. If the issue cannot be resolved in this way, the applicant is advised to use this Procedure.

ForMission College gives an undertaking that applicants who make use of the Admission Appeals and Complaints Procedure will not be disadvantaged in any way with their present application, or with any application they may make in the future.

Due to Data Protection legislation, the appeal or complaint must be submitted in writing, by the applicant, or by someone to whom the applicant has given written consent to act on their behalf.

20.2 Grounds for Appeal or Complaint

Appeals must be based on one of the following criteria:

- The applicant believes that they have been discriminated against, compared to other applicants for the same course;
- Procedural irregularity, where the applicant believes that ForMission has not adhered to its own stated admissions policy;
- The emergence of new information which may have affected the decision. In such cases, the applicant must also provide details of why the new information was not made available at the time of application. Please note that if this information was available at the point of application but was not included on the application form, it will not be accepted as sufficient grounds for appeal.

There is no right of appeal on academic grounds, or against the professional judgment of those who made the decision in relation to the application.

20.3 Time Limits

Applicants requesting feedback on their application are to submit such requests within 5 working days of receiving the decision of the Admissions Board. Feedback will be provided within 10 working days of receipt of the request.

Appeals or complaints by applicants must be submitted within 3 months of receiving the decision of the Admissions Board. If an appeal is upheld and the offer of a place is subsequently made, such an offer would be for the next suitable entry point.

20.4 Making an Appeal or Complaint Related to Admissions

There are three stages to the College's Admissions Appeals and Complaints Procedure.

Stage 1: Feedback

- Prior to initiating an appeal or a complaint, if they have not already done so, applicants are recommended to request feedback on their application from the Director of the Programme to which they applied. Feedback is provided to enable applicants to reflect on their progress through the application process and does not constitute a reconsideration of an application or a challenge to the College's decision on an application.
- Feedback may be given in person, over the telephone or in writing, at the discretion of the Programme Director.
- A request for feedback should be made within five working days of receipt of the decision.
- Feedback will be provided within 10 working days of receipt of the request.

Stage 2: Appeal / Complaint

- If an applicant is not satisfied with the feedback at Stage 1, they may make an appeal or complaint. To do so, the applicant should send their complaint to the Vice Principal, at studentservices@formission.org.uk, detailing why they are not satisfied with the feedback they received at Stage 1. Appeals or complaints must be submitted by the applicant within 3 months from receipt of the decision on an application.
- The Vice Principal will investigate the concerns raised by the applicant and will normally respond in writing to the applicant within 20 working days of receipt of the appeal or complaint.
- The outcome of a successful appeal would be to reconsider the candidate's application with a view to either changing or upholding the original decision.
- If the complaint or appeal is upheld, the remedy for a complaint could include, for example, an apology or an undertaking to revise procedures.

Stage 3: Re-appeal

- If the applicant remains dissatisfied with the outcome of the appeal or complaint, it can be escalated further, to the final stage of the procedure. This should normally be done within 20 working days of receipt of the response to the appeal or complaint at Stage 2.
- A re-appeal letter should be sent in writing to the College Principal, clearly listing the reasons for escalating the appeal or complaint to Stage 3. The request should include all relevant information relating to the outcome of the previous two stages.
- A further investigation will be undertaken by the College Principal. A letter of response will normally be sent to the applicant within 20 working days of receipt of the letter.

Stage 3 completes the College's Internal Admissions Appeals and Complaints Procedure.

Thereafter, applicants may appeal to Newman University: .

20.5 Storage and Processing of Appeals and Complaints Information

By making a written appeal, an applicant agrees that the College can process the disclosed information for all purposes relating to the Appeal and Complaint Procedure for Admissions, and to their application to the College.

The information will be stored and processed in accordance with the General Data Protection Regulation (2018). It may be disclosed to those members of the College who have a need to see it and will be stored as part of the College's record of the application.

20.6 General Notes

As a general rule, the College does not pay any expenses incurred by an applicant as a result of an appeal. In exceptional circumstances, the Vice Principal has the discretion to offer a payment to meet reasonable and proportionate incidental expenses arising from the appeal.

As a general rule, the appeal can only be started and progressed by the applicant personally. Nobody can do it on the applicant's behalf. (This does not affect the applicant's right to have a supporter). In exceptional circumstances, at the discretion of the Vice Principal, a third party may submit an appeal on the applicant's behalf if you provide written consent and a reason deemed acceptable by the Vice Principal. If either the supporter or representative behaves inappropriately at any stage during the appeal, they will be asked to withdraw their involvement. The College will not unreasonably withhold permission for an applicant to be represented by another.

A supporter is defined as a registered student of the College, a workplace companion or a family member. A 'friend' cannot be a member of college staff because this may put them into a position of conflict of interest and their relationship with the complainant may be compromised. The role of the friend is not to be an expert witness. The role of the friend is to act as an observer, give moral support and to assist the complainant to make their case (although they may speak with the permission of the Chair). In addition, where reasonable adjustments are required, a complainant may be accompanied by a supporter e.g., a sign language communicator or a note taker, and a complainant with difficulty in understanding English may be accompanied by an interpreter.

Complainants may suspend the process where there is good reason to do so. This includes health grounds.

Even if the appeal is successful, admission may still be delayed as a result of the time taken by the appeal process.