

STUDENT ADMISSIONS POLICY DOCUMENT

1. Information for applicants

1.1. All applications to NCG are dealt with on a case by case basis. We accept students aged 16 and over and all nationalities. Students can apply via email (admissions@newcollegelgroup.com), complete an online application via the school website or can come in and visit us.

1.2. Students must complete an application form and provide a copy of their passport or ID card and visa copy (if applicable). Application forms can be obtained from the NCG website (www.newcollegelgroup.com), sent to the applicant via email or collected in person from the college.

2. How an application is considered

2.1. NCG is committed to providing a fair and transparent admissions process.

2.2. Applicants will be given the opportunity to disclose any medical conditions or learning needs so we can advise how best to accommodate them. The school may refuse admission to a student if we feel that we are unable to meet their needs on medical grounds.

2.3. The school may refuse admission based on the academic needs of the student if we feel that we cannot meet their academic needs.

2.4. If there is any suspicion that the student is not a genuine student and we reasonably suspect that they may not comply with UKVI regulations and pose a risk to the integrity of the school, we retain the right to refuse to accept the student.

3. Financial status of applicants

3.1. For students requiring a letter to apply for a Short-Term Study Visa (6 or 11 months), they will need to provide either a letter of sponsorship or make a deposit payment. The sponsorship letter should say that the student will study at NCG or will be sponsored to undertake an English Language course.

3.2. If the student is self-funded, they must make a deposit payment of 50% of the total fees (if the course is over 12 weeks long) or 100% if the course is less than 12 weeks. The student/agent should send evidence that the payment has been made finance team will advise if the money has been received prior to issuing a visa letter.

3.3. The student/agent should be advised that they should keep us up to date in respect of the applicant's visa application and provide us with a scanned copy of the visa prior to their arrival in the UK in order that any issues can be addressed eg. to ensure that the correct visa type has been issued.

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4. Starting a course at NCG

- 4.1. Students should arrive at NCG at 9am on the date written on their offer letter to enrol at the school.
- 4.2. They should bring a copy of their passport/ID card and visa. If the student has been given a 30 day vignette to enter the UK, they should also bring a copy of their Biometric Residence Permit.
- 4.3. Students must complete a contact details form with their current address/home address/contact information in the UK and with details of their next of kin and emergency contact details. This form will be provided by the front desk staff member on the student's arrival to the school.
- 4.4. Students will take a placement test on their first day at the school. Depending on the result of the test, the academic team may suggest that the student makes changes to the booked course. Of course, we will always endeavour to offer the course requested.
- 4.5. Students will be given a full induction to the school and given full information regarding all school policies including Health & Safety, Complaints Procedure and Safeguarding Procedure.

5. Students under 18 years old

- 5.1. Additional rules and regulations are in place for students under the age of 18 years. We have an enhanced duty of care to all minors who enrol at NCG. All staff members are fully briefed on our safeguarding policy and take safeguarding responsibilities very seriously.
- 5.2. The parent/guardian of a minor due to enrol at NCG must complete a Parental Consent Form prior to the student's arrival in the UK. This will be sent via email along with the student's offer letter. We will not be able to accept the student to the school without this document.
- 5.3. Students who choose to stay in accommodation arranged by NCG will be placed with a suitable host family. The family will have undergone thorough checks including a DBS check, risk assessments, gas and fire safety checks.