

Admissions Policy

Wrexham University Degrees 2023-24

Index

<u>1.</u>	Introduction	3
<u>2.</u>	Context	3
<u>3.</u>	Roles and responsibilities	3
	3.1 Our staff	3
	3.2 Student recruitment agents	4
<u>4.</u>	Information for applicants	4
<u>5.</u>	Entry requirements: Standard Applicant and Non-Standard Applicant	5
	5.1 Entry requirements: Standard Applicant	6
	5.2 Entry requirements: Non-Standard Applicant	8
	5.3 Minimum age	10
<u>6.</u>	Admissions process	10
	6.1 Accreditation of Prior Learning	11
	6.2 Equality, diversity and inclusion	11
	6.3 Making an application	11
<u>7.</u>	Offer and acceptance	12
	7.1 Conditional offer	12
	7.2 Unconditional offer	12
	7.3 Accepting an offer	12
	7.4 False, inaccurate or misleading information	12
	7.5 Terms and Conditions	13
	7.6 Deferral	13
	7.7 Withdrawal of a course	14
	7.8 Our right to change the awarding body or the course content	14
<u>8.</u>	Criminal convictions	14
<u>9.</u>	Confirmation of Acceptance for Studies (CAS)	15
	9.1 Additional requirements for international applicants who require a student visa	15
<u>10.</u>	Data Protection	16
<u>11.</u>	Enrolment	16
<u>12.</u>	Feedback, complaints and appeals	17
	12.1 Feedback	17
	12.2 Complaints	17
	12.3 Appeals	17
<u>13.</u>	Related regulations, policies and procedures	18
<u>14.</u>	Review of the Admissions Policy	18

Committee Approval

Committee	Committee Action	Date
QAEC	Recommended approval to the Academic Committee	17 May 2023
Academic Committee	Approved	26 May 2023
	Date in force	30 May 2023

This Admissions Policy will be reviewed periodically (at least annually) by our Quality Assurance and Enhancement Committee. Any amendments require the approval of our Academic Committee.

1. Introduction

At Bloomsbury Institute, we are proud to provide access to the most diverse group of students in the sector. We attract learners that have the potential, attitude and aspiration to succeed. We welcome and support everyone who has these qualities, as set out within our [Strategic Framework](#).

This Admissions Policy applies to all applicants who are seeking admission to Bloomsbury Institute to study a Wrexham University degree. It provides information on the principles and procedures of admissions, as well as outlining the responsibilities of those involved in the admissions process.

2. Context

There has been growing public scrutiny of admissions in higher education. Recent calls for change have centred on a variety of issues, including information available to prospective students, unfair offer-making practices ('conditional unconditional' offers) and a potential shift to post-qualification admissions (PQA).

Bloomsbury Institute's Admissions Policy supports the Purpose and Values of our Institute, with a focus on 'breaking down barriers together'.

We are committed to providing a fair, effective and professional admissions service which is consistent with good practice as defined in the Quality Assurance Agency's (QAA) UK Quality Code for Higher Education - Admissions, Recruitment and Widening Access¹. The UK Quality Code's Expectations for Quality provide that:

From admission through to completion, all students are provided with the support that they need to succeed in and benefit from higher education.

The UK Quality Code's Core Practices further provide that:

The provider has a reliable, fair and inclusive admissions system.

We admit students onto our courses in accordance with this Policy and in full compliance with the Equality Act 2010 and our own [Equality, Diversity and Inclusion Policy](#)².

Our [Access and Participation Plan 2020-21 to 2024-25](#)³ confirms our commitment to the admission of under-represented and disadvantaged applicants.

3. Roles and responsibilities

3.1 Our staff

We have explicitly separated the function of student recruitment from the making and administration of offers to applicants.

We have separated the Student Recruitment team into:

- Team 1: UK, Irish and international applicants who do not require a student visa;
- Team 2: International applicants who require a student visa.

We have likewise separated the Admissions Department into:

¹ <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/admissions-recruitment-and-widening-access>

² Our Equality, Diversity and Inclusion Policy can be accessed from www.bil.ac.uk/qem/policies/

³ Our Access and Participation Plan can be accessed from www.bil.ac.uk/qem/policies

- Team 1: UK, Irish and international applicants who do not require a student visa;
- Team 2: International applicants who require a student visa.

Staff within our Student Recruitment team are responsible for generating applications and organising activities to convert the offers made by our Admissions Department into acceptances. These conversion activities include email campaigns, open days, offer holder days and taster days. Enquirers are allocated a named member of staff from within the Student Recruitment team before an application to study is submitted.

Once an application is received, the application is processed within our Admissions Department. If the application is an applicant that is UK, Irish and international applicants who do not require a student visa, it will be processed by the Domestic Admissions Team. If the application is from an international applicant who requires a student visa, it will be processed by the International Admissions Team.

The Admissions Department, with academic input as required, makes the decision about whether a conditional or unconditional offer is made and the terms of such offer. The Student Recruitment team plays no role in the decision about whether an offer is made. As stated above, if an offer is made, staff within the Student Recruitment team are responsible for organising activities to convert offers into acceptances. Once an applicant accepts an offer, our Admissions Department becomes the applicant's point of contact until the applicant formally enrolls onto the course. Our Admissions Department is responsible for tracking all conditional offer holders and confirming when an applicant can be made an unconditional offer.

Staff within our Academic Division are involved in the admissions process as explained within this Admissions Policy.

It is mandatory for all staff involved in the recruitment and admission of students to undertake appropriate training. This includes, but is not limited to, UK General Data Protection Regulation (UK-GDPR) training, Disability Awareness training, Unconscious Bias training and ACAS training on Equality and Diversity.

3.2 Student recruitment agents

We engage in relationships with selected student recruitment agents worldwide.

Such agencies help applicants by providing information, advice and guidance on finding an appropriate provider and course and may offer additional assistance to applicants.

Agents may assist us in the submission and processing of applications and we therefore would make a payment to any agents for this service.

If an applicant or student wishes to know more details about the exact amount of this payment, they may consult the Finance Department: fees@bil.ac.uk

Any agent that we engage with will **not** have any input into the decision for making an offer. The decision of whether or not an applicant is made an offer remains solely with Bloomsbury Institute.

4. Information for applicants

We provide comprehensive information to enable applicants to make an informed choice about which is the most suitable course for them. We provide promotional material in both hard copy and electronic copy. Our Deputy Head of Marketing, Communications and UK Student Recruitment ensures that, in accordance with our [Information Control Procedures](#)⁴, all our promotional materials are accurate, relevant, current and accessible; and our Head of Compliance ensures that we are compliant with relevant legislative and regulatory provisions (e.g. consumer protection including guidance issued by

⁴ Our Information Control Procedures can be accessed from www.bil.ac.uk/qem/policies/

the Competition and Markets Authority; data protection; equality law; the OfS's regulatory framework and the Prevent duty).

We hold regular open days and ad hoc visit days for applicants. These provide applicants with the opportunity to visit our campus, learn about our facilities and speak to staff and students about our courses. Further information can be obtained from our Student Recruitment team:

- UK, Irish and international applicants who do not require a student visa:

Email sr@bil.ac.uk

Telephone 020 7078 8840 [International: +44 20 7078 8840]

- International applicants who require a student visa:

Email international@bil.ac.uk

Telephone 020 7078 8844 [International: +44 20 7078 8844]

5. Entry requirements: Standard Applicant and Non-Standard Applicant

We deliver Wrexham University degrees in Accounting, Business and Law. Our entry requirements are approved by Wrexham University.

Guidance on entry requirements can be obtained from our Admissions Department:

- UK, Irish and international applicants who do not require a student visa

Email: admissions@bil.ac.uk

Telephone: 020 7078 8790 [International: +44 20 7078 8790]

- International applicants who require a student visa

Email: international-office@bil.ac.uk

Applicants are normally admitted onto a degree on the basis of their previous qualifications which meet the entry requirements set out in **Section 5.1** and **Table 1** below. Within this Admissions Policy, such an applicant is referred to as a **Standard Applicant**.

Our entry requirements are also available on our website⁵ and on the UCAS course pages.

We subscribe to the UK ENIC (formerly known as UK NARIC) use their online database to assess whether a non-UK qualification is equivalent to a UK qualification. We also subscribe to Qualification Check to verify qualifications and awards.

Standard Applicants may apply before they have obtained their qualification(s), provided that they expect to obtain the qualification(s) prior to the enrolment date for the course.

Applicants who do **not** meet the entry requirements set out in **Section 5.1** and Table 1 below may be eligible for admission as a **Non-Standard Applicant**.

The entry requirements for a Standard Applicant and the requirements for a Non-Standard Applicant are set out below.

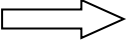
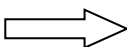
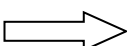
⁵ www.bil.ac.uk

5.1 Entry requirements: Standard Applicant

Applicants are normally admitted onto a degree on the basis of their previous qualifications which meet the entry requirements set out in Table 1 below. Within this Admissions Policy, such an applicant is referred to as a **Standard Applicant**.

Additional requirements for international applicants who require a student visa to study in the UK are set out at **Section 5.4** below.

Table 1: Entry requirements for a Standard Applicant

Level of Course on Entry	Course	Level of Course on Completion	Entry requirements for a Standard Applicant
Level 4	 BA/BSc/LLB [3-year or 2-year accelerated undergraduate degree]	Level 6	<p>Ofqual-accredited academic and vocational Level 3 or equivalent qualification(s)⁶</p> <p>Applicants are required to satisfy the English Language requirements as set out below</p> <p>Applicants for the BSc Accounting and Finance degree are required to meet the Mathematics requirements as set out below</p>
Level 6	 BA/BSc/LLB (Top-up) [1-year undergraduate degree]	Level 6	<p>HND or equivalent Level 5 qualification in a relevant discipline</p> <p>All applicants whose HND or equivalent qualification was gained through a private college are required to pass an interview with an Academic Tutor</p>
Level 7	 MBA/MSc	Level 7	<p>Undergraduate UK degree (minimum Second Class Honours), or equivalent Level 6 qualification</p> <p>Applicants are required to have significant post-graduation and/or at least 2 years' relevant work experience</p> <p>For International students, we would require a Higher Education qualification equivalent to a 1st Degree</p>

5.1.1 English language

For all our undergraduate degrees (excluding the Top-up degrees), applicants must have an Ofqual-accredited GCSE in English Language at Grade 4 or above (or Grade C or above under the old grading system), or an equivalent qualification.

An applicant who does not have an Ofqual-accredited GCSE will meet this requirement (i.e. will be deemed to have an equivalent qualification) if the applicant satisfies one of the following:

- The applicant has a QAA-recognised Access to Higher Education Diploma; or

⁶ We give equal consideration to both academic and vocational qualifications, including qualifications that are UCAS tariff weighted (i.e. A-Levels/BTECs/T-Levels).

- The applicant has the Cambridge IGCSE in English Language at Grade C or above (if taken as a first language) or Grade B or above (if taken as a second language); or
- The applicant has a European Baccalaureate with English as a first language; or
- The applicant has an International Baccalaureate with English as a first language at HL4 or SL5; or
- The applicant has a qualification issued by an awarding body established in a majority English-speaking country (as defined by the UK Visas and Immigration), that is recognised by UK ENIC as being at least equivalent to an Ofqual-accredited GCSE in English Language at Grade 4 or above (or Grade C or above under the old grading system); or
- The applicant has an approved English language qualification that we accept. A full list of approved English Language qualifications that we accept is available on our website in our [English Language Entry Requirements](#) document⁷; or
- The applicant passes the Bloomsbury Institute English Password Skills Plus Test at the minimum score level as set out in our English Language Entry Requirement document; or
- The applicant passes the Bloomsbury Institute English Language Assessment (an English Language test taken on campus, and an interview with an Academic Tutor)⁸.

5.1.2 Mathematics

For our BSc Accounting and Finance degrees (excluding the Top-up degree), applicants must have an Ofqual-accredited GCSE Mathematics at Grade 4 or above (or Grade C or above under the old grading system), or equivalent qualification.

An applicant who does not have an Ofqual-accredited GCSE will meet this requirement (i.e. will be deemed to have an equivalent qualification) if the applicant satisfies one of the following:

- The applicant has a qualification that is recognised by UK ENIC as being at least equivalent to an Ofqual-accredited GCSE in Mathematics at Grade 4 or above (or Grade C or above under the old grading system); or
- The applicant passes the Bloomsbury Institute Numeracy Assessment (a numeracy test taken on campus or online).

5.1.3 UCAS Tariff Points: BA/BSc/LLB 3-year and 2-year accelerated degrees

The minimum UCAS Tariff Points required for entry to a 3-year or 2-year BA/BSc/LLB degree will be published on our website.

5.1.4 Interview with an Academic Tutor: Top-up degree

All applicants for a Top-up degree whose HND or equivalent qualification was gained through a private college will be required to pass an interview with an Academic Tutor.

This interview will be used to determine an applicant's commitment to the course and their potential to succeed on the course.

⁷English Language Entry Requirement document can be accessed at: <https://www.bil.ac.uk/wp-content/uploads/2023/03/English-Language-Entry-Requirements-1.pdf>

⁸ Applicable to UK, Irish and international applicants who do not require a student visa only

The interview will be held face-to-face or online.

5.2 Entry requirements: Non-Standard Applicant

Applicants who do **not** meet the entry requirements set out in **Section 5.1** above may be eligible for admission as a **Non-Standard Applicant**.

The entry requirements for a Non-Standard Applicant are set out below in **Sections 5.2.1 to 5.2.3**. Non-Standard applications may be subject to approval by Wrexham University.

Additional requirements for international applicants who require a student visa to study in the UK are set out at **Section 5.4** below.

5.2.1 3-year and 2-year accelerated undergraduate degrees

If an applicant does not satisfy the entry requirements set out in **Section 5.1** above, the applicant may be considered for admission as a Non-Standard Applicant.

For entry onto a 3-year or 2-year accelerated undergraduate degree, a Non-Standard Applicant must have a Level 3 qualification.

A Non-Standard Applicant will be required to demonstrate that through their prior experience (e.g. work experience), supported by their qualifications, they have the potential to succeed on the course.

All Non-Standard Applicants will be required to pass an interview with an Academic Tutor.

This interview will be used to determine an applicant's commitment to the course and their potential to succeed on the course.

The interview will be held face-to-face or online.

English language

For all our 3-year and 2-year accelerated undergraduate degrees, applicants must have an Ofqual-accredited GCSE in English Language at Grade 4 or above (or Grade C or above under the old grading system), or an equivalent qualification.

An applicant who does not have such a GCSE will meet this requirement (i.e. will be deemed to have an equivalent qualification) if the applicant satisfies one of the following:

- The applicant has the Cambridge IGCSE in English Language at Grade C or above (if taken as a first language) or Grade B or above (if taken as a second language); or
- The applicant has a European Baccalaureate with English as a first language; or
- The applicant has an International Baccalaureate with English as a first language at HL4 or SL5; or
- The applicant has a qualification issued by an awarding body established in a majority English-speaking country (as defined by the UK Visas and Immigration), that is recognised by UK ENIC as being at least equivalent to an Ofqual-accredited GCSE in English Language at Grade C or above (or Grade 4 or above under the new grading system); or

- The applicant has an approved English language qualification that we accept as set out in Bloomsbury Institute [English Language Entry Requirements](#)⁹ document, or
- The applicant passes the Bloomsbury Institute English Password Skills Plus Test at the minimum score level as set out in our [English Language Entry Requirements](#) document; or
- The applicant passes the Bloomsbury Institute English Language Assessment (an English Language test taken on campus or online, and an interview with an Academic Tutor)

Mathematics

For all our 3-year and 2-year accelerated BSc Accounting and Finance degrees, applicants must have an Ofqual-accredited Grade 4 or above (or Grade C or above under the old grading system), or equivalent qualification.

An applicant who does not have such a GCSE will meet this requirement (i.e. will be deemed to have an equivalent qualification) if the applicant satisfies one of the following:

- The applicant has a qualification that is recognised by UK ENIC as being at least equivalent to an Ofqual-accredited GCSE in Mathematics at Grade 4 or above (or Grade C or above under the old grading system); or
- The applicant passes the Bloomsbury Institute Numeracy Assessment (a numeracy test taken on campus or online)

5.2.2 1-year Top-up undergraduate degrees

If an applicant does not satisfy the entry requirements set out in **Section 5.1** above, the applicant may be considered for admission as a Non-Standard Applicant.

For entry onto a 1-year Top-up undergraduate degree, a Non-Standard Applicant must have a Level 5 qualification.

A Non-Standard Applicant will be required to demonstrate that through their prior experience (e.g. work experience), supported by their qualifications, they have the potential to succeed on the course.

All Non-Standard Applicants will be required to pass an interview with an Academic Tutor.

This interview will be used to determine an applicant's commitment to the course and their potential to succeed on the course.

The interview may be held face-to-face or online.

5.2.3 MBA/MSc

If an applicant does not satisfy the entry requirements set out in **Section 5.1** above, the applicant may be considered for admission as a Non-Standard Applicant.

For entry onto the MBA, a Non-Standard Applicant must have an undergraduate UK degree (Third Class Honours), or equivalent Level 6 qualification. International Applicants must have a Higher Education qualification equivalent to a 1st Degree.

A Non-Standard Applicant will be required to demonstrate that through their prior experience (e.g. work experience), supported by their qualifications, they have the potential to succeed on the course.

⁹[English Language Entry Requirements document can be accessed at: <https://www.bil.ac.uk/wp-content/uploads/2023/03/English-Language-Entry-Requirements-1.pdf>](https://www.bil.ac.uk/wp-content/uploads/2023/03/English-Language-Entry-Requirements-1.pdf)

All Non-Standard Applicants will be required to pass an interview with an Academic Tutor.

This interview will be used to determine an applicant's commitment to the course and their potential to succeed on the course.

The interview may be held face-to-face or online.

5.3 Minimum age

Applicants who will be under 18 years of age on the advertised start date of the course, will only be eligible for entry onto the course as a Standard Applicant under **Section 5.1** above (i.e. such an applicant will not be eligible for entry as a Non-Standard Applicant under **Section 5.2** above).

Applicants who will be under 18 years of age on the advertised start date of the course will be required to pass an interview with an Academic Tutor.

This interview will be used to determine an applicant's academic maturity, commitment to the course and their potential to succeed on the course.

The interview may be held face-to-face or online.

This section should be read in conjunction with our [Safeguarding Policy](#)¹⁰.

6. Admissions process

Guidance on how to make an application is articulated in **Section 6.3** below.

For applicants who apply through our online application system, all correspondence will be sent to the applicant through our online Self-service Centre and by email. For applicants who apply through UCAS, all correspondence will be sent to the applicant through UCAS Track and by email. If these methods of communication are not suitable for the applicant, our Admissions Department can provide an alternative method:

- UK, Irish and international applicants who do not require a student visa

Email: admissions@bil.ac.uk

Telephone: 020 7078 8790 [International: +44 20 7078 8790].

- International applicants who require a student visa

Email: international-office@bil.ac.uk

The first assessment of the application will determine whether the applicant has met the entry requirements for the course and can therefore be dealt with as a Standard Applicant in accordance with **Section 5.1** above.

If an applicant does not meet these entry requirements, the second assessment will determine whether the applicant can be dealt with as a Non-Standard Applicant in accordance with **Section 5.2** above.

Undergraduate applications that are received through UCAS 'on time' (in accordance with UCAS application cycle deadlines) are guaranteed equal consideration.

¹⁰ Our Safeguarding Policy can be accessed at: <https://www.bil.ac.uk/qem/policies/>

6.1 Accreditation of Prior Learning

Subject to course availability, we accept applications for admission with academic credit based either on prior certificated learning or prior experiential learning (APCL/APEL). We are required to comply with the awarding body's procedures. Any applicant seeking admission with academic credit will be provided with details of the current procedures at the time of their application. Applications are sent to Wrexham University for a final decision.

Guidance on the current procedures for admission with academic credit can be obtained from our Admissions Department:

- UK, Irish and international applicants who do not require a student visa

Email: admissions@bil.ac.uk

Telephone: 020 7078 8790 [International: +44 20 7078 8790].

- International applicants who require a student visa

Email: international-office@bil.ac.uk

6.2 Equality, diversity and inclusion

We are committed to admissions practices which positively promote equality, diversity, inclusion and fairness. We do not discriminate directly or indirectly against an applicant. In exercising our decision-making powers, we are not influenced by an applicant's characteristics such as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, and sexual orientation.

We have a responsibility to ensure that those with a disability, specific learning difficulty or long-term health condition are not prevented from benefitting from educational opportunities. We welcome applications from applicants with a disability, specific learning difficulty or long-term health condition. Applicants are encouraged to disclose a disability, specific learning difficulty or long-term health condition at the application stage to enable us to make any necessary 'reasonable adjustments' prior to the applicant starting the course. We are committed to going beyond a strict legal application of the 'reasonable adjustments' test.

An applicant with a disability, specific learning difficulty or long-term health condition is protected by the Equality Act 2010. Disclosing a disability, specific learning difficulty or long-term health condition does not impact on the **academic** decision about whether to make the applicant an offer. Applications are judged on their academic merits and an applicant's potential ability to meet the requirements for the course. A disability, specific learning difficulty or long-term health condition will therefore not affect any decision made on academic grounds.

If an applicant has disclosed a disability, specific learning difficulty or long-term health condition, and if an offer is made based on academic merit, details will be forwarded to our Disability Office who will contact the applicant in order to discuss the support we can provide. In very rare situations there may be elements of the course that cannot be delivered even with reasonable adjustments. In these situations, our Disability Office will discuss the options with the applicant. Applicants are welcome to contact our Disability Office to discuss the support we can provide prior to making an application.

The Disability Office can be contacted by emailing disability@bil.ac.uk or telephoning 020 7078 8840 [International: +44 20 7078 8840].

6.3 Making an application

Applications for a course should be made either through UCAS, or direct through our online application system.

Applications that are made direct through our online application system will be considered for a conditional offer once we receive a fully completed online application form.

An unconditional offer will be made once all entry requirements have been satisfied (see **Section 5** above). The following documentation is also required before an unconditional offer can be made:

- Evidence of qualifications (e.g. qualification certificates and transcripts) and/or prior experience. When applying through our direct online application system, the applicant will be required to upload this evidence to our online Self Service Centre (SSC).
- One reference from a person who can comment on the applicant's suitability to be admitted onto the course (e.g. an academic or an employer). When applying through our direct online application system, the applicant will be required to provide details of their referee. We will email the applicant's referee to request a reference.
- International applicants who require a student visa will also be required to provide a personal statement. When applying through our direct online application system, the applicant will be required to upload the personal statement to our online SSC.

7. Offer and acceptance

We will apply the entry requirements set out in **Section 5** above to decide whether or not to make an offer. The offer may be conditional or unconditional.

7.1 Conditional offer

A conditional offer will be made once we determine that an applicant satisfies or may satisfy the entry requirements (see **Section 5** above). If a conditional offer is made, the conditions will be clearly set out.

7.2 Unconditional offer

An unconditional offer will be made if an applicant has satisfied all the entry requirements (see **Section 5** above) and provided the documents set out in **Section 6** above at the time the offer is made.

7.3 Accepting an offer

An applicant who has applied through UCAS for one of our courses and who has been made a conditional or unconditional offer of a place can accept the offer through UCAS Track. An applicant who has applied directly through our online application system can accept an offer through our online SSC.

If an applicant accepts a conditional offer, the applicant's place is only confirmed once an unconditional offer has been made and accepted. If the conditions are not met by any deadline which is set out in the applicant's conditional offer, the conditional offer (and any acceptance) will be automatically withdrawn.

7.4 False, inaccurate or misleading information

Applicants are required to confirm that all information provided on our online application form or the UCAS application form is true, complete and accurate and that none of the information requested or other material information has been omitted. An omission will include a failure to disclose courses and qualifications that have been taken but not completed. If an applicant supplies any false, inaccurate or misleading information, we reserve the right to: (i) cancel an application; (ii) withdraw any offer of a place; or (iii) withdraw the applicant from the course if the applicant has started the course.

For information relating to any applicable tuition fee charges and refunds, see our current **Terms and Conditions** (**Section 7.5** below).

7.5 Terms and Conditions

An applicant who accepts an offer of a place on one of our courses is required to agree to our current [Terms and Conditions](#)¹¹.

Current and prospective students enrol on one of our courses and, subject to our Terms and Conditions, should be able to complete the course as advertised. In other words, throughout the duration of their course, there should be no interruption to their “continuation of study”. Section 2 of our Student Protection Plan sets out the potential risks that could, if they occur, interrupt the continuation of study of current and/or prospective students and explains how we mitigate against such risks occurring.

Our [Student Protection Plan](#) is available on our website¹².

Both documents can be obtained from our Admissions Department in hard copy:

- UK, Irish and international applicants who do not require a student visa

Email: admissions@bil.ac.uk

Telephone: 020 7078 8790 [International: +44 20 7078 8790].

- International applicants who require a student visa

Email: international-office@bil.ac.uk

7.6 Deferral

If an applicant has accepted the offer of a place on one of our courses, the applicant can request a deferral for a maximum period of 12 months. This 12-month period starts from the date of the original advertised start date for the course, as per the original offer. The applicant will be liable to pay the tuition fees which apply at the date the applicant actually starts the course.

A request to make a deferral should be made in writing:

- UK, Irish and international applicants who do not require a student visa

Email: admissions@bil.ac.uk

- International applicants who require a student visa

Email: international-office@bil.ac.uk

If an applicant defers their place, this deferral is subject to **Sections 7.7, 7.8 and 7.9** below.

Note: If a course is regulated by a Professional, Statutory or Regulatory Body (PSRB), we may withdraw a deferral after it has been approved if (i) any admissions criteria set by the PSRB are amended by the PSRB after the deferral has been approved; and (ii) the applicant does not satisfy these amended admissions criteria.

¹¹ Our Terms and Conditions can be accessed at: <https://www.bil.ac.uk/wp-content/uploads/2022/01/Terms-and-Conditions-012021.pdf>

¹² Student Protection Plan can be accessed at: <https://www.bil.ac.uk/qem/policies/>

7.7 Withdrawal of a course

Any offer made to an applicant is subject to the recruitment of sufficient student numbers to make delivery of the course viable from an educational perspective. The minimum number of students for all our courses is set at 12.

If this minimum number of students has not been recruited we have the right to withdraw a course (even after an applicant has accepted an offer and (if applicable) paid a Tuition Fee Deposit), provided the applicant is notified no later than three months prior to the course's published start date.

In these circumstances, we will refund all tuition fees paid. We will accept no responsibility for any other losses which an applicant might incur.

We will seek to make an applicant an offer for an alternative course.

7.8 Our right to change the awarding body or the course content

Provided an applicant is notified no later than six months prior to the course's published start date, we are entitled to substitute an alternative awarding body for any of our courses and/or make changes to the course content. In the case of changes to the course, only for significant changes to the published course content or structure, applicants will be informed no later than six months prior to course published start date.

In these circumstances, the applicant will be entitled to cancel the contract within 14 calendar days of the date we inform the applicant of this change and we will refund all tuition fees paid. The applicant is required to make such cancellation in writing:

- UK, Irish and international applicants who do not require a student visa

Email: admissions@bil.ac.uk

- International applicants who require a student visa

Email: international-office@bil.ac.uk

8. Criminal convictions

In line with our commitment to equality, diversity and inclusion, we fully support the rehabilitation of offenders and are proud supporters of [Unlock](#)¹³.

We will not deny an applicant the opportunity to better their life through education on the grounds that the applicant has a criminal conviction.

Therefore, in the interest of social justice and in order not to deter an applicant with a criminal conviction from making an application, we do not require the disclosure of criminal convictions.

The decision about whether to make an applicant an offer of a place on one of our courses will therefore not be influenced by an applicant's criminal convictions.

It should be noted that once enrolled as a student, our [Student Disciplinary Policy and Procedures](#)¹⁴ provide a framework to deal with any cases of student misconduct. These Procedures incorporate the power to suspend or expel a student.

¹³ Further information on Unlock can be accessed at: <https://www.unlock.org.uk/>

¹⁴ Our Student Disciplinary Policy and Procedures can be accessed at: <https://www.bil.ac.uk/qem/policies/>

9. Confirmation of Acceptance for Studies (CAS)

We have been conferred Student sponsor status with a track record of compliance by the UK Home Office and can therefore issue our international applicants who require a student visa with a Confirmation of Acceptance for Studies (CAS). The CAS is issued by our Compliance team.

9.1 Additional requirements for international applicants who require a student visa

There are other additional requirements for international applicants who require a student visa to study in the UK. These other additional requirements are in place to enable us to make a decision about issuing a CAS which international applicants require before they can apply to the UK Home Office for a student visa. These additional requirements, which may be amended to ensure our full compliance with the UK Home Office requirements, include the following:

- A copy of the applicant's passport and details of all visits to the UK
- Proof of English Language competence for non-native English-speaking applicants:
 - Applicants can prove their English language competency by completing an approved English language qualification outlined in our [English Language Entry Requirements](#)¹⁵ document; or
 - Passing the Bloomsbury Institute English Password Skills Plus Test¹⁶ at the minimum score level as set out in our English Language Entry Requirements document
- To further assess an international applicant's English Language competence, we reserve the right to conduct an interview which may be held face-to-face, online, or by telephone
- For any qualifications that are not in English, certified transcripts in translation may be required (i.e. the transcript must be certified by a professional translator/body as being a true translated copy (in English) of the original transcript)
- Proof that the applicant has sufficient finances to cover course fees and living expenses (we require a copy of the applicant's most recent bank statements in accordance with UK Visas and Immigration (UKVI) requirements)

Upon enrolment, international students are required to provide us with proof of their UK address.

Further details of procedures with regards to international students are articulated in our [International Student Policy and Compliance Procedures](#) and [International Sponsored Student Guide](#)¹⁷.

Full details are available on our website: <https://www.bil.ac.uk/how-to-apply/international-students/>.

Guidance on the issuing of a CAS and how to apply for a student visa can be obtained from our Compliance Manager by emailing visa.compliance@bil.ac.uk or telephoning 020 7078 8840 [International: +44 20 7078 8840].

¹⁵ English Language Entry Requirements document can be accessed at: <https://www.bil.ac.uk/wp-content/uploads/2023/03/English-Language-Entry-Requirements-1.pdf>

¹⁶ Further information on the Password Skill Plus Test can be accessed at: <https://www.bil.ac.uk/how-to-apply/international-students/english-language-requirements/>

¹⁷ The International Student Policy and Compliance Procedures and the International Sponsored Student Guide can be accessed at: <https://www.bil.ac.uk/gem/policies/>

10. Data Protection

We will handle all data and information in compliance with our [Privacy Notice](#)¹⁸ and [Data Protection Policy](#)¹⁹ to ensure we safeguard an applicant's personal data. We may share applicant data with third parties directly involved in the admissions process, including:

- UCAS
- An applicant's referee
- Our academic partners
- An applicant's school/college/previous institution
- An applicant's agent
- The Student Loans Company (if applicable)
- The Higher Education Statistics Agency
- Our recruitment and admissions technology partner

All parties with access to an applicant's information are required to maintain confidentiality at all times.

We hold all applicant and student data within a secure server. Although this server is owned by a third party, no one apart from our staff, or those with whom we have a binding contract, have access.

11. Enrolment

Full details of our enrolment procedures are provided to all applicants who accept an unconditional offer.

An applicant may be enrolled provisionally until there is full compliance with all requirements under this Admissions Policy and under our current [Terms and Conditions](#)²⁰.

The Terms and Conditions, as well as a copy of this Policy, can be obtained from our Admissions Department in hard copy:

- UK, Irish and international applicants who do not require a student visa

Email: admissions@bil.ac.uk

Telephone: 020 7078 8790 [International: +44 20 7078 8790].

- International applicants who require a student visa

Email: international-office@bil.ac.uk

¹⁸ Our Privacy Notice can be accessed at: <https://www.bil.ac.uk/gem/policies/>

¹⁹ Our Data Protection Policy can be accessed at: <https://www.bil.ac.uk/gem/policies/>

²⁰ Our Terms and Conditions can be accessed at: <https://www.bil.ac.uk/wp-content/uploads/2022/01/Terms-and-Conditions>

12. Feedback, complaints and appeals

12.1 Feedback

Unsuccessful applicants may be invited to apply for an alternative course.

Feedback on individual applications will be provided on request. Requests should be sent to:

Admissions Department
Bloomsbury Institute
7 Bedford Square
London
WC1B 3RA

Alternatively, you can email your request to:

- UK, Irish and international applicants who do not require a student visa

Email: admissions@bil.ac.uk

- International applicants who require a student visa

Email: international-office@bil.ac.uk

Feedback will only be provided to the applicant and not to a third party, unless written permission has been provided by the applicant.

12.2 Complaints

Where an applicant believes there are valid reasons for complaining about how their application has been dealt with, or how the [Student Protection Plan](#)²¹ has been applied, the applicant should make a complaint to the Deputy Chief Operating Officer using the [Admissions Complaint Form](#)²².

The completed form should be emailed to admissions.complaints@bil.ac.uk.

The complaint must come from the applicant and must be submitted within three months of the conclusion of the admissions process against which the complaint is being made. A response will be provided to the complainant within 21 calendar days of receipt of the complaint.

If the applicant is not satisfied with the response they receive, they may appeal this decision (see **Section 12.3** below).

NOTE: Our Student Complaints Policy and Procedures does not apply to applicants.

12.3 Appeals

If an applicant is not satisfied with the response received following their complaint, they can submit a written appeal to the Head of Compliance by letter or email to:

Head of Compliance
Bloomsbury Institute
7 Bedford Square
London WC1B 3RA

²¹ Our Student Protection Plan can be accessed at: <https://www.bil.ac.uk/gem/policies/>

²² The Admissions Complaint Form can be accessed online at <https://www.bil.ac.uk/admissions-feedback-complaints-and-appeals/> or can be requested by emailing admissions@bil.ac.uk

The Head of Compliance will nominate a senior member of Bloomsbury Institute's staff to investigate the applicant's appeal (the 'Investigating Officer'). The Investigating Officer will prepare a written report of: (i) the findings of the investigation; and (ii) any recommendations. The written report will be submitted to the Head of Compliance. The Head of Compliance, taking into account the written report and any recommendations therein, will make a decision with regard to the appeal. The Head of Compliance will inform the applicant of the decision in writing within 21 calendar days of receipt of the written appeal. The Head of Compliance decision is final.

13. Related regulations, policies and procedures

- Access and Participation Plan
- Engagement Policy
- Disability Policy
- Equality, Diversity and Inclusion Policy
- Information Control Procedures
- Privacy Notice
- International Student Policy and Compliance Procedures
- International Sponsored Student Guide
- Safeguarding Policy
- Student Disciplinary Policy and Procedures
- Student Protection Plan
- Terms and Conditions
- Withdrawal, Study Break and Deferral Policy

14. Review of the Admissions Policy

This Admissions Policy will be reviewed periodically (at least annually) by our Quality Assurance and Enhancement Committee. Any amendments require the approval of our Academic Committee.