

Capital City College Group

HE Admissions Policy

(Prescribed only)

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Policy Statement

This policy ensures a consistent approach to Capital City College Group (CCCG), legal name The WKCIC Group, Higher Education (HE) Admissions processes and explains how that will be achieved with links to other relevant policies. Higher Education in this context means programmes at Level 4 and above that are eligible for funding by the Student Finance England Loans Company:

- a first degree, for example BA, BSc, or Bed
- a Foundation Degree
- a Certificate of Higher Education
- a Diploma of Higher Education (DipHE)
- a Higher National Certificate (HNC)
- a Higher National Diploma (HND)
- an Initial Teacher Training course

Aims and Overview

CCCG aims to recruit with integrity and provide a high-quality educational experience for students. This policy is consistent with CCCG's Single Equality Scheme and the commitments of the Learner Charter and the Access and Participation Statement. The first important steps in ensuring student success are ensuring students are on the right course and clear communication of the policies that affect them. This policy sets out our commitment to this for Higher Education courses. Linked policies also include Fees Policy, the HE Student Contract, the Student Protection Plan and the Closure, Suspension or Changing of HE Provision policy and the HE Student Transfer Policy.

The policy complies with relevant legislation and considers the UK Quality Code for Higher Education, CMA compliance, Advice and Guidance: Admissions, Recruitment and Widening Access; requirements as set by UCAS; any relevant accrediting professional bodies and the Supporting Professionalism in Admissions (SPA) good practice guidance and principles.

CCCG's Admission and Recruitment aims are:

- To minimise barriers to access for prospective students
- To prepare students for successful participation in their chosen careers
- To recruit students who have the potential and motivation to succeed on their chosen course
- To ensure fairness, transparency, and equal opportunity to all applicants
- To provide accurate information and advice to all prospective students concerning all Higher Education opportunities to enable them to make informed decisions regarding their choices

CCCG will achieve these aims in accordance with their HE Access and Participation Statement 2023/24 by:

- Encouraging applications from all students regardless of backgrounds
- Ensuring that each application is assessed equally and in line with CCCG, and/or partner university policies and procedures
- Selecting students based on their individual merits and their ability to succeed in both their chosen course and profession
- Providing students with points of reference and contact to obtain further information advice and guidance when a decision not to offer a place has been given.

Accountability

Recruitment and Admissions activities are carried out in partnership between different departments within CCCG:

- The Higher Education Strategy Board (HESB) is responsible, on behalf of CCCG, for approving Higher Education Admissions Policies
- Heads of School in partnership with course leaders, senior managers, and awarding organisation requirements determine selection criteria, set up reliable initial assessment measures and interviews in order to select students for programmes
- College Admissions teams are responsible for the administrative process of the application and enrolment process
- The Higher Education Strategy Board (HESB) is responsible for the oversight of the HE deliberative committee system
- The HESB ensures that HE policies and procedures are aligned with the Group's strategic aims and objectives, and compliant with relevant legislation and sector guidance
- The HESB delegates to the HE Curriculum & Quality Group (HEC&G) oversight of the operation, monitoring and review of this policy

Admissions decisions are made by curriculum staff, with support from their line managers. CCCG works in partnership with validating partner universities and is responsible for ensuring that, where required, there is compliance with the partner university admissions policies and procedures.

All staff with admissions responsibilities must be familiar with this policy and we will provide these staff members with relevant support, training, and guidance.

Key Principles

Information for Applicants and Enquirers

We are committed to providing pre-entry information and support to enable prospective students to make informed decisions regarding their application.

All Higher Education Admissions Policies, Procedures and selection criteria for each programme will be clearly displayed in both printed publications and on our website, enabling easy access for applicants, partners, agents, and staff. Advice will also be made available on the website on how to contact us for specific queries regarding applications. Each individual programme will publish course information to be displayed on UCAS (for full-time courses) and our own publications. The HE Student Contract sets out the contractual arrangements in more detail.

Every effort is made to ensure that published information is accurate. Many of the publications that are provided are done so more than 12 months prior to the start of a course. Prospective students therefore should also refer to the website for the most up to date information.

We reserve the right to make changes to courses during the application cycle. Where changes to courses do occur following receipt of applications, the change will be communicated to applicants at the first opportunity. This includes the units or modules delivered as part of the course; if this occurs after a course has started, students will be consulted, and their agreement sought prior to the introduction of the change. Any such changes are also approved through HE deliberative committee system prior to their introduction. Please see Closure, Suspension or Changing of HE Provision Policy.

In certain circumstances a course may have to be closed during the admissions cycle. This could be because there are insufficient applications and/or confirmed acceptances of offers by applicants so that the students choosing to enrol, once the course has started, have an

appropriate educational experience. Colleges will communicate with applicants if this is the case and endeavour to support the affected applicants in finding a suitable alternative. Please see the Student Protection Plan, CCCG Closure, Suspension or Changing of HE Provision policy and the HE Student Transfer Policy for more details.

Selection Criteria

Applications will be assessed against academic and non-academic selection criteria specific to the course for which they have applied. We will publish, annually, its selection criteria for all of its programmes and applicants are advised to check publications and our website for course specific selection criteria. Entry criteria for all courses are reviewed annually.

For many courses, entry criteria will exceed the minimum institutional requirements which applicants should demonstrate acceptable levels of literacy and numeracy, equivalent to at least GCSE grade C/4 in English and Mathematics. Applicants whose first language is not English should be able to demonstrate English Language proficiency in Speaking, Writing, Reading, and Listening to the standards required by either CCCG or partner University and to the course for which the applicant has applied.

Selection criteria represent the usual level of academic attainment that an applicant is expected to attain prior to being admitted onto a Higher Education course. The selection criteria are not intended to provide a guarantee that all applicants who meet these basic selection criteria will be offered a place. Staff have the ability to use discretion when considering applicants for specific programmes regarding levels of prior experience and academic achievement.

Fitness to practice

Some courses lead to both academic qualifications and licences to practice. If there is a stipulation about fitness to practice for professional registration, then that will be included in the entry criteria as a mandatory requirement for entry to the course. Learners may not be offered a place on a course if their history or personal circumstances mean they would not be able to progress into a specific industry/sector or job role.

Some courses will require occupational health checks or Disclosure and Barring Service (DBS) as part of their conditions of entry. This could be because there are external requirements regarding placements. We reserve the right to deny admission to such programmes to applicants who are unable to supply a satisfactory Occupational Health or DBS check.

Where an applicant has been refused entry based on an Occupational Health or DBS check staff will supply feedback as to the reasons for this decision. All information provided to CCCG on an Occupational Health or DBS check remain confidential between the course leader for the specific course and the applicant. We reserve the right to charge students for their DBS.

Following enrolment, if a further disclosure or other information becomes available that was not disclosed and considered during the admissions process the student's enrolment may be re-assessed and cancelled as a result of the new information.

Fitness to study

The Fitness to Study policy is intended to protect individual students and our community. If it becomes clear that a student may be unfit to study, as defined by the policy, then discussion with the student will take place.

Assessing Applications

We receive many more applications than it has places for, and therefore the admissions process is competitive. All applications are assessed against the same entry criteria on an individual basis. Where places are limited, we offer places to those applications who the admissions staff consider to best evidence their potential to benefit from their chosen programme. Methods of assessing applications vary between courses but may include:

- Prior and predicted academic achievement
- Many of our courses utilise UCAS tariff points but where this is not the case it will be made clear on the course specific pages of the website
- References
- Personal or supporting statements
- Interviews
- Aptitude tests/initial assessments (where required)
- Previous relevant employment and experience
- Previous non-academic achievement

We understand that, on occasion, the standard procedure for assessing an applicant's suitability for a course may not provide the curriculum staff with an accurate understanding of an applicant's suitability and, in such cases, we may require applicants to submit additional evidence in support of their application. Applicants will be contacted directly by the admissions staff with clear guidance on what is required.

CCCG reserves the right not to admit:

- Learners who have any outstanding debts with CCCG
- Applicants/learners who have previously been excluded from this or any other educational institution
- Individuals who previously attended our Colleges but failed to make sufficient effort towards successfully completing their studies
- Learners where there is evidence that they could be a threat or danger to others
- Learners whose behaviour has been considered to be "vexatious"

To be officially enrolled a learner must have signed the HE Contract and completed and signed our enrolment form in full, providing evidence of residency and how they intend to pay their fees. This enrolment form must be signed by an appropriate member of staff. This is an important contractual stage in the admissions process.

Entry Qualifications

Applicants from a range of different qualification backgrounds can apply and we will give fair consideration to any applicant presenting a relevant academic qualification.

Individual course leads reserve the right to judge the relevance and acceptability of any qualification presented for entry. Where any qualifications or subjects are less favoured this will be made clear within the published criteria on the course specific pages. Applications are accepted from those who are currently re-taking all or part of their previous qualification and will accept re-sit grades when assessing entry qualifications.

Use of Contextual Data

'Contextual data' is the context in which an individual's academic attainment to date has been achieved. When assessing applications for the suitability of their chosen course, CCCG will not use contextual data to supplement and support admissions decisions. Contextual data includes but is not limited to:

- Length of time in Local Authority Care.

- The relative performance of the school or CCG from which the applicant is applying.
- Whether the individual is applying from an area with low participation in Higher Education.
- Moves from abroad (educational that was disrupted impacting on the admissions decision).

Mature Applicants, Prior Learning and returning to education

Applications from mature applicants are accepted. Admissions staff will ensure that these applicants are not disadvantaged in the selection process. The applications will be considered against the advertised course specific selection criteria. We are aware that for mature applicants the selection process may not always evidence their full suitability for the chosen course. Where appropriate, curriculum staff will seek and consider alternative evidence to ensure that applicants are given equal consideration. Where this additional evidence is deemed to meet entry criteria fully, an applicant may not be required to meet the standard academic entry criteria.

Applicants who do not have formal qualifications may be able to be considered through CCG Recognition Prior Learning Policy (RPL), that follows Pearson processes based on prior experiences and/or qualifications. Applicants seeking entry through the RPL route will be assessed against specific learning outcomes on specifically designed assessments.

Children

Applicants who are under eighteen on the first of September at the year of entry are considered to be 'Children' under UK Law. We will accept applications for Higher Education courses from such applicants providing that they have managed to satisfy the course specific entry criteria. Applicants under 18 wishing to study on a HE programme will have to either self-fund the tuition fees or apply for a Student Finance England Tuition Fee Loan.

Applicants with Additional Support Needs

All applications are considered against the set selection criteria for each course, with consideration being given during this process to any impact this may have on attainment. Upon receipt of an application where a disability, health condition or learning difficulty has been declared, the admissions staff will request additional information from the applicant to ensure that full consideration to the applicant's needs has been considered during the selection process. Where it is apparent that an applicant will require reasonable adjustments to enable them to undertake the course, and are considered academically suitable for the course, the admissions staff will discuss the applicants' needs during the interview process so that support measures can be put in place for the start of the programme.

Where the needs of the applicant are complex, an offer might be issued based on academic and other eligibility criteria which remain subject to investigation as to whether we are able to make such adjustments. In the event that we are unable to provide the support required to the applicant, the curriculum staff will discuss this with the applicant directly to advise and, where possible, support the applicant in making further decisions relating to this.

Applicants with Additional Support Needs are welcome to contact us in advance of an application to discuss their requirements.

Non-UK qualifications

Any applicant presenting non-UK qualifications for entry onto a programme will be considered against the standard entry criteria to include English and Maths.

When comparing non-UK qualifications, staff will liaise with Ecttis, the designated United Kingdom national agency for the recognition and comparison of international qualifications and skills. Applicants are required to provide officially translated transcripts of their qualifications prior to starting their course; applicants who have conditional offers, will not be issued with relevant documents prior to receiving this.

All Applicants with non-UK qualifications where English is not the first language will still be required to provide evidence of English language proficiency in Speaking, Writing, Reading, and Listening. CCCG's expected minimum language requirement is IELTS (Academic) at grade 5.5 overall and must not have a score below 5.0 in Speaking, Listening, Writing and Reading. Applicants should be aware that some courses may have specific requirements that are higher than CCCG basic requirements. Where this is the case, details will be provided on individual course information sheets. A number of equivalent qualifications are accepted, and applicants are welcome to contact the Admissions Office with specific queries related to Non-UK Qualifications and Language requirements.

International Applicants

A Certificate of Sponsorship (CAS) will only be issued to applicants who have met the conditions of entry, provided the required documentation, and paid 100% of their overall tuition fee. A CAS will only be issued for a course of study eligible for sponsorship. For further information, please contact the International Office, Capital City CCCG Group, Victoria Centre, Vincent Square, London, SW1P 2PD, contact number – +44 (0)207 802 8930, email: international@capitalccg.ac.uk

Applicants who re-apply and the re-admittance of excluded students

Applicants are able to re-apply for their chosen courses following a reject decision from a previous year providing that they are able to demonstrate a material change from their previous application. Staff may draw upon information provided within any previous application or registration when assessing suitability for a course.

Any applicant previously excluded from our Colleges can usually re-apply the following year for a Higher Education course but will need to demonstrate a material change from the previous application or behaviour. Potential applicants are encouraged to contact us before applying to discuss the merits of re-applying.

Applicants with criminal convictions

All aspects of the admissions process are included within our procedures for safeguarding learners available at: [Policies, Reports and Strategies - Capital City College Group \(capitalccg.ac.uk\)](https://www.capitalccg.ac.uk/policies-reports-and-strategies).

The enrolment form requires applicants to declare if they have any current or unspent criminal convictions. Where a positive declaration is made, the applicant is referred to a safeguarding officer to complete a risk assessment prior to being permitted to enrol. We retain the right to reject any applicant where the nature of their conviction could impact of other learners. Details of the declaration and staff decision will be completed on a standard form and retained.

We reserve the right to conduct a risk assessment on any learner at any time and withdraw a learner if it is found that an applicant has provided incorrect information during the application and enrolment process.

The purpose of the risk assessment is to identify and assess any applicant whose known behaviour or past record indicates that they may be a risk to themselves, other learners,

staff, visitors or our environment. When conducting the risk assessment, we will consider each applicant's individual circumstances in a fair and objective way. All information collected will be treated as strictly confidential and following the outcome of the risk assessment will be available to a limited number of staff on a "need to know" basis. The risk assessment will then be undertaken by the appropriate manager.

Applicants who have been refused a place as a result of a risk assessment may appeal against the decision in the form of a letter to be sent to the HE Lead Principal within 10 days of the recommendation. The HE Lead Principal will consider each individual case and confirm the decision to the applicant in writing.

Programmes of study which require students to work with children, young people or vulnerable adults will require applicants to initially undertake a Disclosure and Barring Service (DBS) check prior to commencing their course of study. Applicants are usually expected to pay for this check. Where an enhanced DBS check reveals any prior criminal behaviour which gives rise to concern, we reserve the right to refuse admission.

Fraudulent and Misleading information

It is expected that all applicants will provide full, honest, reliable, and accurate information in their applications and supporting evidence when seeking admission to one of CCG's Higher Education programmes. Where there is reason to suspect that this may not be the case we reserve the right to investigate the matter fully. If, as a result of such investigations, the applicant has been fraudulent or has provided misleading information we reserve the right to reject the application without further consideration, or where an offer of a place has been granted, withdraw the offer. Where a withdrawal or rejection decision has been made in such circumstances, we reserve the right to notify any relevant professional bodies and/or third parties. Similarly, any student found to be admitted on the basis of fraudulent information may have their enrolment cancelled.

Financial Information and Fee Assessments

Applicants applying to their chosen course(s) must evidence that they have considered how they will finance their course. Colleges can provide further information regarding funding, payment options are available on our website, or alternatively applicants can contact our Admissions Office directly.

Where students are accessing tuition fee loans via Student Finance England, it is the student's responsibility to ensure these are in place within 8 weeks of enrolling on their chosen course. If their tuition fee loan is not approved, they will need to self-fund the course to continue studying with us, otherwise we must withdraw them. Admissions staff are available to support with this. Students experiencing difficulties should contact our Accounts Receivable Team at receivables@capitalccg.ac.uk who will endeavour to assist them.

Where students have applied for a maintenance loan, they will need to be attending their lessons and have at least one positive attendance mark against their record before we will confirm their registration to release their maintenance loan. Further information is available in our Fees Policy available at <https://www.capitalccg.ac.uk/about-us/policies-reports-and-strategies>

It is the student's responsibility to ensure that they have enough funds to cover their expenses for the first few weeks of term.

Once we confirm the student's registration, their maintenance loan takes 3-5 working days to be released by Student Finance England. If they decide to pay the tuition fees themselves, we may be able to offer them an instalment plan subject to our Fees Policy. They will need to discuss this with the Fee Assessment Team. If they are self-funding, 25% of the fees are due at enrolment. We will set up a personal instalment plan for them. They will be expected to make their payments in line with this plan.

Students who are using their maintenance loan to pay for their fees will require to confirm this to us. 25% is payable within 10 days of their registration confirmation to SFE, 25% in mid-January and 50% by the end of April of the academic year they are studying in.

Failure to keep to their instalment plan may mean that a student will be asked to leave the course.

We charge fees for each course year i.e., students studying a 2-year course will need to reapply for tuition fees to Student Finance England or self-fund the fees for year 2. We endeavour not to increase our tuition fees for year 2 of a 2-year course, or year 3 of a 3-year course, unless subject to a Central Government increase. Our BA Top-Up courses are considered a 1-year course and would be subject to increase. Along with having to pay tuition fees students may also have to pay for field trips, DBS checks, equipment, materials, bench fees or studio hire. This should be discussed during their interview so they can plan their finances. These extra fees must be paid for in full before the event/trip/use of studio.

CCCG have a cap on tuition fees set by the Government. As such, this means that we do not offer bursaries.

Applicant Data

All data submitted during the Admissions Process is used to assess the suitability of an applicant for study at CCCG. Data may also be used for statistical and reporting purposes. The application data forms part of a student's record when they are admitted to CCCG and, where relevant, partner universities.

CCCG complies with the UK GDPR Guidelines in its use of applicant data. Further information about UK GDPR can be found on our CCCG website: [Policies, Reports and Strategies - Capital City College Group \(capitalccg.ac.uk\)](#) and in our student privacy notice policy at the above link.

Learner Charter and Code of Conduct

The rights and responsibilities of learners are set out in our Learner Charter and Code of Conduct which are available on our website and in the Course Handbook students receive.

Feedback, appeals and complaints

Applicants who apply via UCAS will receive final decisions on their applications via UCAS Track (full-time courses) or by letter (part-time courses) or direct from the Group/College.

For unsuccessful applicants, it is important for applicants to have the opportunity to receive feedback on the reasons for the decision. Feedback can be requested in writing by contacting the relevant. They will forward queries to the HE Lead Principal who will aim to respond to any requests for feedback within 10 working days of receipt of the request. Following feedback, if an applicant feels that they have any grounds for a formal review of the admissions decision, they can formally appeal by writing to the Director of Group Quality who will respond in writing with a reviewed decision within 10 working days. This decision is final.

If a student or applicant is not satisfied with any aspect of the Admissions Service, they should contact the relevant Assistant Director of Learner Services. They will receive an acknowledgement of their concern within five working days and a response within ten working days.

If they are not satisfied with the response, they should refer to our Complaints Policy available via our website. Please note that the complaints procedure cannot be used to challenge an academic decision to refuse an application.

Admissions Cycle

The admissions cycle is the process by which applicants are recruited to courses, compliant with the principles described above. Once the cycle is complete and the applicant enrolls, they become a student. The Application Cycle is described in Annexe 1.

Course Closures

CCCG reviews the demands for its courses on a regular basis. This process involves the consideration of a wide range of factors including fitting into our strategic priorities; current and future student demand; resourcing and investment requirements; and quality and effectiveness of delivery. The Group publishes its annual Student Protection Statement that risk assesses the probability of programme closures and cancellations.

As a result, there are occasions when it is necessary to either reduce or close provision. When any such decision is made, it is essential that we manage the way in which applicants who may have been interested in enrolling on the affected programmes are supported and protects the educational experience received by students who are currently on the courses to be closed.

Our policies: CCCG Closure, Suspension or Changing of HE Provision policy, ensures that course closures are formally approved within the HE committee system and that follow-up activities and communications take place. Where a programme is discontinued, applicants holding offers will be informed as soon as possible and offered advice and guidance to find suitable alternative provision by the IAG Team.

We have a responsibility to ensure that continuing students have the opportunity to complete their studies and that academic standards are maintained.

Monitoring and Review

In order to monitor and improve the advice and recruitment process, we will:

- Conduct regular surveys to gain feedback from enquirers, applicants, and students
- Monitor and action plan any complaints received through our complaints process, if appropriate
- Monitor changing patterns in the application market, availability of and demand for different modes of study and qualifications offered for applicants
- As part of Equality and Diversity monitoring, compare the recruitment levels and achievement rates of applicants/students from minority and disadvantaged groups with those of the majority
- Summarise and review data regarding applications, offers and in order to inform the future recruitment strategy
- Report Monitoring and Review activities to the Curriculum & Quality Group

Liability –

We take reasonable care to ensure that learners are safe and secure whilst on college premises and/or using our services. We cannot accept responsibility, and expressly excludes liability, for loss or damage to learners' personal property, which includes computers and software. They are strongly advised to insure their property against theft and other risks.

We will not be held responsible for any injury to students (financial or otherwise) or for any loss or damage to their property caused by any person who is not an employee, student, or sub-contractor.

The colleges will not be liable if we fail to carry out our responsibilities as stated in this policy or other CCGG policies or procedures if events are outside of our control. This includes but is not exclusive to war, terrorist attack, civil commotion, riot, fire, explosions, natural disasters such as a pandemic, earthquake, flood and adverse weather, failure of public or private telecommunications networks or power outages.

In the event any of the above happening, CCGG will take reasonable steps to contact learners and will re-instate our contractual obligations as soon as reasonably possible after the event.

Equality Commitment

We are committed to ensuring that our community is treated with fairness and respect, having the opportunity to learn and work in an environment that is free from discrimination.

ANNEXE 1 APPLICATION CYCLE

UCAS

Applicants applying for all full-time Higher Education courses, prescribed Higher Education courses, delivered at CCCG will be required to register with UCAS when making applications. This includes all Higher National qualifications, Foundation Degrees, Bachelor's Degrees and Top up Degrees. Applicants wishing to apply for more than one course, i.e., one course with CCCG and one or more further courses with other institutions, must apply through UCAS.

Applicants wishing to apply for one choice only can apply directly to CCCG online.

This excludes applications for the Engineering Foundation and Foundation Year for Mechanical and Aeronautical Engineering (City University London), Cyber Security and Computer Science (Staffordshire University), Teacher Education (Christ Church Canterbury University), for which applicants must apply through UCAS. If applying directly to CCCG for their only choice, CCCG will complete a Record of Prior Acceptance (RPA) on behalf of the applicant in compliance with UCAS regulations in September.

Part-time applications are not currently supported via UCAS and, as a result, applicants should apply directly to CCCG on-line.

The Admissions Cycle

CCCG complies with the UCAS published admissions cycle and will consider all full-time applications received before 15th January in the year of commencement of the course on an equal basis. Where space allows, CCCG will accept late applications (post 15th January) for its Higher Education Courses.

The Admissions Process for CCCG starts from September for the following academic year.

Applications after the start of a course

CCCG will consider applications on a case-by-case basis after the course has commenced where space and the curriculum allow. Responsibility for making decisions on such requests are made by the Deputy Directors/Directors or Head of School.

Interview, Auditions, Admissions Tests and Portfolios

For some courses applicants will be required to attend additional selection measures to help curriculum staff in making decisions. Course information pages on CCCG website detail whether this is applicable for each individual programme of study with details of what the selection criteria involve.

All interviews, auditions, admissions test, and portfolios will be reviewed equally with consideration given to applicants' individual circumstances. Where it is impractical for an applicant to travel, or provide specific requirements, CCCG will aim to provide a reasonable alternative where possible.

Communicating with applicants and timescales

CCCG recognises the importance of keeping applicants informed and will provide effective updates throughout the admissions process. Communications will only be sent directly to the applicant or nominated representative as stated on the UCAS application form. The majority of our communications are sent electronically via email or through UCAS Track (full-time only). We send a range of information out throughout the cycle including:

- Acknowledgement of application – within five working days of receipt of the application.
- Requests for further information – within four weeks of receiving an application.
- Invitations to submit portfolio or attend interview – within four weeks of receiving an application.
- Confirmation that a decision has been made on an application – within four weeks of receiving all required information, or five days following interview
- Confirmation of meeting entry conditions – usually within 5 days of receiving exam results.
- Joining/enrolment information – usually in August after confirmation of results.

In addition to the above CCCG may also send out various supplementary communications about the applicant's chosen course area at CCCG.

Confirmation of application decision

Applicants will receive final decisions on their applications via UCAS Track (full-time) or letter. Successful applicants will usually receive either a conditional offer, where some of the selection criteria for the course is yet to be achieved, or an unconditional offer, where the applicant has demonstrated that they adequately meet the advertised selection criteria for the course. All students receive a Course Handbook at induction which provides further information about the course.

Unsuccessful applicants will also receive confirmation of their decision via UCAS Track (full-time) or letter. Please refer to the section above about making complaints or appeals.

Confirmation of meeting entry conditions

Confirmation is the name given to the period of time in the year where CCCG receives exam results for GCSE, A Level and other qualifications. This usually takes place during August each year. Decisions will be made on the basis of these results to confirm applicants who have met their conditions of offer. Any applicant who has not met their conditions of offer will be reviewed and, where it is judged as appropriate and space allows, will still be confirmed onto their chosen course. Where possible, CCCG may offer an alternative course to applicants who have not met their conditions of entry to their first choice.

Enrolment

Enrolment into the chosen course will take place at the conclusion of the admissions cycle. Only applicants who have satisfied the full selection criteria will be able to enrol onto the course. CCCG only permits applicants to enrol onto one full-time course at any one time. We are obliged through OfS (Office for Students) that applicants complete their enrolment form in full. If we note any missing information, we reserve the right to ask them to complete it. Failure to comply may mean we are unable to enrol the applicant.

Students must read and sign our Higher Education Student Contract as part of the enrolment process and return it to the Admissions Team.