Admissions and Enrolment Policy

Policy Details

Policy Owner	Executive Director Information, Systems and Funding
Date produced	May 2026
Approved by	Policies and Procedures Committee
Date approved	
To be reviewed	May 2027
Publication	MyUSP and USP College Website

1. Introduction

1.1. USP College is committed to ensuring that our Admissions and Enrolment processes are fair and enable students from all backgrounds and abilities to access Further and Higher Education.

2. Statement of Intent

2.1 USP College intends to attract and recruit students in a way that is fair, consistent, transparent and confidential and are in the interests of the student. The college will:

a. Ensure that potential students have access to impartial advice and guidance tailored to the needs of the individual.

b. Ensure that when applicants have accepted a place, the arrangements for the enrolment, registration, induction and orientation of new students are explained to them, and to ensure that these arrangements promote their efficient and effective integration as students.

c. Provide clear feedback to unsuccessful applicants on request.

d. Admissions will inform prospective students, at the earliest opportunity, of any significant changes to a programme made between the time the offer of a place is made and enrolment is completed and advise them of the options available in these circumstances. Higher Education (HE) students will be informed of any changes/cancellations of programme 6 weeks prior to the course start date.

3. Introduction and Purpose

3.1 All applicants are considered for admission on the basis of educational performance and/or professional experience that provides evidence of ability to meet the demands of the chosen course. In addition to academic qualifications the college will consider whether the applicant is suitably motivated to successfully complete their chosen course. The college considers the application, interview and any additional supporting information.

3.2 The college is committed to providing accurate and appropriate pre-entry information to support prospective students in order to ensure that they are able to make an informed decision regarding their application. The college's website and any printed publications provide clear information and guidance on all academic entry requirements and where appropriate, desirable experience.

3.3 Entry requirements are set to ensure applicants are placed on an appropriate course level that supports achievement, progression and successful outcomes. Applicants aged 16–18 who have not achieved GCSE grade 4 (or equivalent) in English and/or Maths will be required to continue studying these subjects as part of their programme.

3.4 The admissions process for all courses commences when the college has received a completed application form. Applications are made via the college website www.uspcollege.ac.uk.

3.5 The college welcomes applications from students with additional needs. Applicants who indicate that they have learning difficulties and/or disabilities are contacted to arrange an interview with a specialist from the Additional Learning Support team to discuss needs and agree the support required.

3.6 Where candidates with learning difficulties and/or disabilities apply for a place on specialist supported courses the Foundation Learning team will assess additional support needs as part of their assessment and interview process.

3.7 Applicants who are under 16 years can only access provision at the college if they are referred and financially supported by the Local Authority or their School. These applications must be approved by the Executive Director Information Systems and Funding and communicated to the Assistant Principal Student Experience.

3.8 The college will administer Disclosure and Barring Service (DBS) checks for applicants to courses where there is contact with children or vulnerable adults ensuring compliance. The outcome of this process will be taken into consideration when making an admission decision.

3.9 Where an applicant has a relevant unspent criminal conviction, the college will take steps to ensure the safety of the student and all users of the college. This may involve an inclusive risk assessment process which is designed to protect students and staff at the college whilst leaving scope for those with criminal convictions to continue their education. As a result of this the college reserves the right to refuse admission to applicants who are deemed high risk.

4. Linked Policies

a. Fees, Loans and Refunds Policy
b. Safeguarding and PREVENT Policy
c. Data Protection Policy
d. Academic Appeals Policy

5. General Principles

Full Time Courses

5.1 All applicants to full time courses will be invited to participate in an informal discussion during Course Welcome Evenings with a member of our curriculum IAG (Information, Advice and Guidance) team. Applicants will receive email notification of their allocated informal discussion slot at least two weeks in advance. If an applicant is unable to attend, they will be offered the opportunity to reschedule. Failure to attend two planned meetings will result in their application being placed on hold and referred to the Admissions team for review and possible withdrawal.

5.2 All applicants will receive structured Information, Advice and Guidance (IAG) to support informed decision-making. This will include discussion of course content, progression opportunities and career aspirations. IAG activity is monitored to ensure consistency, quality and compliance with college standards.

5.3 Applicants receive a conditional offer in writing within five calendar days.

Where applicants receive an offer conditional on a specific level of qualification, and fail to meet that level, the application may be considered on an individual basis. In this instance, the college will endeavour to provide an alternative programme of stud which may include: A different level within the same subject area, an alternative course or referral to another provider where appropriate.

5.4 All full-time students are required to enrol via the College's enrolment software in the first instance. Interviews will be arranged via the software as required.

5.5 Where applicants fail to attend scheduled admissions activities (e.g. IAG appointments), the college will attempt to re-engage the applicant. Continued non-attendance may result in the application being placed on hold or withdrawn.

Courses – Part Time

5.6 Some courses have specific entry requirements and these, together with the method of enrolment, are published on the college website and in our printed course guides.

5.7 All applicants for part time courses receive information, advice and guidance; this will take place virtual via telephone or Teams.

Higher Education

5.8 Applications to Higher Education/Access programmes must make an application via the USP College website. All applicants will undertake an admissions process which includes a review of qualifications and a telephone Information, Advice and Guidance (IAG) discussion to assess suitability for the chosen course.

5.9 Following the IAG discussion, applicants will receive an outcome, which may include a conditional or unconditional offer, confirmed in writing via email.

5.10 Successful applicants will be provided with clear pre-contract information, including full course details, tuition fees, funding and student finance information, and any additional costs or support available.

5.11 The college will maintain regular contact with applicants between offer and enrolment to support engagement and informed decision-making. This may include:

- Course-related information
- Student finance guidance
- Invitations to events or taster sessions
- Information about support services

This approach is designed to improve applicant experience, engagement and conversion to enrolment.

6. Procedures and Timings

6.1 Students can expect:

a. Acknowledgement of their application within 5 working days

b. To receive an email inviting them to participate in the Course Welcome Evening discussions a minimum of 14 calendar days prior to the scheduled date.

c. To receive a conditional offer letter confirming a place at the college within 7 days of the discussion. HE students will subsequently receive a Pre-Contract and information relating to student loans

d. a structured communications plan to ensure applicants receive timely and consistent updates throughout the admissions process. This may include:
   i. Application acknowledgement
   ii. Event invitations and reminders
   iii. Offer notifications
   iv. Follow-up communications where required (e.g. non-attendance or unaccepted offers)

e. To receive an invitation to attend a Welcome Day Event

f. To receive an enrolment invitation

g. Where an applicant has an Education, Health and Care Plan (EHCP), admission are subject to consultation with the Local Authority to ensure appropriate support can be provided.

h. The college provides enhanced admissions support for applicants with additional needs, including those from SEND schools, Alternative Education and home-educated backgrounds. This may include additional guidance, transition support activities and early engagement with support services.

i. The college recognises that some applicants may have safeguarding needs. Where disclosed, appropriate risk assessments and support arrangements will be put in place in collaboration with relevant internal teams and external agencies where required.

7. Conditions of Enrolment

In consideration of your acceptance of the offer of a place and subsequent enrolment as a student at the college you agree as follows:

7.1 Payment of fees (where funding is not available, and payment of fees is required):

a. It is your obligation to make arrangements at the beginning of your course for the payment of your fees.

b. To make the required payment of your course fees at enrolment, unless you have either:
   i. Financial support via Student Finance England, including evidence of your application. (please note, if you are enrolling on the basis that you are applying for tuition fee loan, if your loan has not been approved within 2 weeks of your course start date the college reserves the right to review your status of enrolment which may include withdrawal from the course or you may be required to make a payment of up to 50% of the course fee.

   ii. An official letter from an employer or a sponsor indicating responsibility for the payment of your fees in full or part.

c. It is your responsibility to ensure that where applicable, a copy of the appropriate funding documentation as referred to above, is submitted via the enrolment software.

d. If you are self-funding and have to pay your own fees, payment can be made through the Finance Office

7.2 Course Capacity and Waiting Lists

The college actively manages course capacity throughout the admissions and enrolment period. Where courses are full, applicants may be placed on a waiting list or offered suitable alternative provision. Applicants will be informed of their status and supported accordingly.

8. Withdrawal of Courses

8.1 The college reserves the right to withdraw a course from our offer at any time. For example, if there are insufficient numbers of students or unforeseen circumstances. The college also reserves the right to suspend applications for courses which are full. If this is the case the college will communicate with all affected learners as soon as the decision is made. The college will endeavour to support learners to find an alternative option. Higher Education applicants will receive notification of course cancellations a minimum of 6 weeks prior to the course start date. Risks and mitigations are covered through the HE Student Protection Plan.

8.2 Disclaimer: the college will do all that it reasonably can to provide educational services as described on its website or in any other documents issued by it. Sometimes circumstances beyond the control of the college mean that it cannot provide such educational services.

8.3 Examples of such circumstances include:

a. industrial action by staff or third parties
b. the unanticipated departure of key members of staff
c. power failure
d. acts of terrorism
e. damage to buildings or equipment
f. the acts of any governmental or local authority; or
g. countrywide lockdown
h. where the numbers recruited to a course are so low that it is not possible to deliver an appropriate quality of education for students enrolled on it.

8.4 In these circumstances, the college will take all reasonable steps to minimise the resultant disruption to those services and to affected students, by, for example, offering affected students the chance to move to another course or institution, or by delivering a modified version of the same course, but to the full extent that is possible under the general law. The college excludes liability for any loss and/or damage suffered by any applicant or student as a result of those circumstances.

8.5 The college will use all reasonable endeavours to deliver the course in accordance with the description applied to it in the college's prospectus for the academic year in which the course begins. However, the college will be entitled to make reasonable changes to the course (including to the content and syllabus of the course, or the location of the course or the method of delivery or assessment of the course) where that will enable the college to deliver a better quality of educational experience to students enrolled on the course. In making such changes, the college will aim to keep the changes to the minimum necessary to achieve the required quality of experience and will notify and consult with affected students as appropriate. If the college changes the course and the student is not satisfied with the changes, they will be offered the opportunity to withdraw from the course and, if required, reasonable support to transfer to another course at the college or to another provider.

9. Right to Refuse an Application

9.1 The College reserves the right to refuse admission, at the college's discretion and after full consideration by a senior manager, to an applicant who:

a) Does not meet the admission criteria (if this is due to previous qualifications, in most cases alternative provision will be recommended)
b) Is not able to provide a reference or report indicating an appropriate commitment to study
c) Withholds information; provides false or misleading information
d) Has convictions that have not been spent or can never become spent. This procedure may also be invoked where information is available concerning activities outside the law or the expression of beliefs, which present a clear and immediate danger of infraction of the law
e) Has previously been excluded from the College or another education institution
f) Has previously attended this or another education establishment and not completed courses, including all external assessments
g) Has outstanding debts to the College
h) Poses a significant threat or danger to others or themselves. The College recognises it has a duty of care to students and staff and thus reserves the right not to admit an applicant where there is evidence that they could be a risk

10. Appeals Procedure

10.1 Applicants who are not offered a place and feel that the above criteria have not been applied can appeal. Appeals must be in writing to and addressed to The Principal within 10 working days of the rejection. They will communicate their decision within 10 working days thereafter.

10.2 All HE appeals against actions/decisions taken in accordance with this policy and any Partnership University's policy must be made be in writing and addressed to the Principal & Head of HE and Access within 7 working days of the decision.

11. Data Protection

11.1 The college takes privacy seriously and will only use student personal information to administer an application and to provide the services that have been requested from us. For more information on how data is used and stored please read our Privacy Statement.

11.2 For applicants under the age of 18, the college recognises the supportive role of parents and carers in the admissions and enrolment process. Where appropriate and in accordance with data protection regulations, parents/carers may be invited to attend Welcome Evenings, enrolment appointments and parent's evenings. The college will ensure that student confidentiality is respected while facilitating appropriate parental engagement.

11.3 The college will only use applicant personal data for the purposes of administering applications, enrolment and educational services. Applicants may be given the option to consent to receive communications about future courses, events and marketing opportunities. Such consent is optional and can be withdrawn at any time by contacting the college.

Equality and Diversity Statement & Impact Assessment

USP College is committed to equality of opportunity. The aim is to create an environment in which people treat each other with mutual respect, regardless of: age, disability, family responsibility, marital status, race, colour, ethnicity, nationality, religion or belief, gender, gender identity, transgender, sexual orientation, trade union activity or unrelated criminal convictions.

This form should be used by managers and policy owners within their area of responsibility to carry out Equality and Diversity Impact Assessments (EDIAs) in relation to protected characteristics including, but not limited to: Age, Disability, Gender reassignment, Marriage and civil partnership, Pregnancy and maternity, Race, Religion and belief, Sex, Sexual orientation. The word 'policy' is taken to include strategies, policies, procedures and guidance notes; both formal and informal, internal and external.

1. Name of Policy

Admissions and Enrolment Policy

2. Which of the following groups could be affected by this policy?
(Tick all that apply)

Students	√
Staff	√
Wider Community	

3. Complaints

Have complaints been received from anyone with one or more protected characteristic about the service provided? If yes then please give details.

NA

4. The Impact

Four possible impacts should be considered as part of the assessment:

a. **Positive Impact -** Where the policy might have a positive impact on a particular protected characteristic.
b. **None or Little Impact –** Where you think a policy does not disadvantage any of the protected characteristics
c. **Some Impact –** Where a policy might disadvantage any of the protected characteristics groups to some extent. This disadvantage may be also differential in the sense that where the negative impact on one particular group of individuals with protected characteristic is likely to be greater than on another.
d. **Substantial Impact –** Where you think that the policy could have a negative impact on any or all of the protected characteristics. This disadvantage may be also differential in the sense that the negative impact on one particular protected characteristic is likely to be greater than on another.

Thought-provoking questions, which might help come to a decision about the impact of a policy on individuals with protected characteristics:

e. Does policy outcomes and service take up differ between people with different protected characteristics?
f. What key information do we have? Does data or engagement with people with protected characteristics give insights into areas of disadvantage, which relate to the policy area?
g. If the policy is likely to have a negative impact on individuals, sharing particular characteristics what steps can be taken to mitigate these effects?
h. Will the policy deliver practical benefits for certain groups?
i. Does the policy miss opportunities to advance equality of opportunity and foster good understanding/ relationships between groups?
j. Do other policies need to change to make this policy more effective?
k. Is there any elements of the policy that could be unlawful under the Equality Act 2010?

Use the guidance provided above and complete the following table: **(Please Tick √)**

Gender/Age	Positive Impact	No or Little Impact	Some Adverse Impact	Substantial Adverse Impact

Gender		√		
Age		√		
Disability	**Positive Impact**	**No or Little Impact**	**Some Adverse Impact**	**Substantial Adverse Impact**
Visually Impaired		√		
Hearing impaired		√		
Physical Disability		√		
Specific Learning Difficulties		√		
Global Learning Difficulties		√		
Autistic Spectrum Disorder		√		
Any other disability – Various		√		
Other Factors	**Positive Impact**	**No or Little Impact**	**Some Adverse Impact**	**Substantial Adverse Impact**
Race		√		
Culture		√		
Religious Belief		√		
Sexual Orientation		√		
Gender Reassignment		√		
Marriage/Civil Partnership		√		
Pregnancy /Maternity /Paternity		√		

Please comment on any areas where some or substantial impact is indicated. Any resulting actions must be added to the below action plan.

5. Is there anything that cannot be changed?

What cannot be changed?	Can this be justified?	If so, how?
Not applicable		

E.g., Disabled people can be treated more favorably under the Disability Discrimination Act 2005. If a policy appears to treat disabled people more favorably than other equality groups, the disadvantage may be justifiable

Please list the main actions that you plan to take as a result of this assessment in your area of responsibility. (Continue on separate sheets as necessary)

Action Plan: