



Admissions Policy

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Admissions Policy

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1. Purpose

The purpose of the Admissions Policy is to inform staff members and all stakeholders about the process on how the students are admitted at the College, following accreditation and awarding bodies’ regulations along with immigration control rules in accordance with the duties placed on Oxford Business College as a Tier 4 sponsor.

2. QAA expectations about Admissions

Indicator 1

Recruitment, selection and admissions policies are informed by the strategic priorities of the higher education provider. Higher Education providers promote a shared understanding of their approach among all those involved in recruitment, selection and admission.

Member of the Senior Management Team are required to inform and advise their department of any decision on business strategies. The responsible department (Admissions) is required to implement the strategies into the marketing plan.

Oxford Business College has a policy of enrolling up to 150 students on an academic year on full time basis.

Oxford Business College entry requirement require the Admission Officer to make a sound judgment on whether an applicant is suitable for the course applied and has sufficient knowledge, background and potential to complete the programme successfully and comply with the programme demands.

All of our entry requirements (as detailed in this Admissions Policy) are published on our website and in our brochures. We follow the guidelines set by the awarding bodies as well as the academic department. These require all the applicants to have a pre-assessment to determine whether they do qualify for the chosen programme or not.

All the selection procedures follow the Equality and Diversity Act 2010.

Applicants are judged on the basis of their academic achievement/background and their potential.

The Admissions Officer is required to attend different training seminars and workshops, to keep up to date with the latest guideline and policies. Oxford Business College has appointed Turpin and Miller as legal adviser to update and train the Admissions Department with the latest rules and regulations as per government policies. The department has attended various seminars conduct by accredited government and educational organisations. (E.g. Home Office, Study UK, QAA, Pearson/Edexcel, SLC, HESA, etc.)

The Admission Office is required to review its policies on a 1 year basis. However in the case of governmental changes and awarding body changes, the Admission Office must update their policies accordingly. Regular monitoring of their policies and procedures is required on a quarterly basis to ensure the department is following it.

Please note: all the Admissions policies and procedures are available in the admissions department as well as on the internal network.

Indicator 2

Recruitment, selection and admissions process are conducted in a professional manner by authorised and competent representatives of the higher education provider.

Please refer to section 7 (The Role of the Admissions Officer)

Indicator 3

Higher Education providers have procedures for handling appeals and complaints about recruitment, selection and admission that are fair and accessible. Appeals and complaints procedures are conducted expeditiously and in accordance with a published timescale-

Please refer to admissions complaints and appeals procedures.

Indicator 4

Higher education providers monitor, review and update their recruitment, selection and admissions policies and procedures, in order to enhance them and to ensure that they continue to support the provider`s mission and strategic objectives. Higher education providers determine the frequency with which monitoring and review are undertaken.

Please refer to QAA indicator 1

Indicator 5

Recruitment activities undertaken by higher education provider assist prospective students in making informed decision about higher education.

Following the updated CMA rules, at the point of the enquiry /application the admissions officer sends via email all the necessary information to the prospective applicant to allow them to make an informed decision about their programme.

Indicator 6

Higher education providers make clear to prospective students how the recruitment, selection and admission process will be conducted and what prospective students have to do.

Please refer to section 8 obligation of each party.

Indicator 7

Selection process for the entry into higher education are underpinned by transparent entry requirements, both academic and non-academic, and present no unnecessary barriers to prospective students.

Please refer to appendix 2.

Indicator 8

Higher Education providers determine how decision and the reasons for those decisions are recorded and conveyed to prospective students.

Please refer to section 3.3 (Application Evaluation) Admissions procedures.

Indicator 9

Higher education providers inform prospective students, at the earliest opportunity of any significant changes to programme to which they have applied. Prospective students are advised promptly of the options available in the circumstances

Please refer to appendix obligations of each party section 8.

Indicator 10

Higher education providers give successful applicants sufficient information to enable them to make the transition from prospective student to current student.

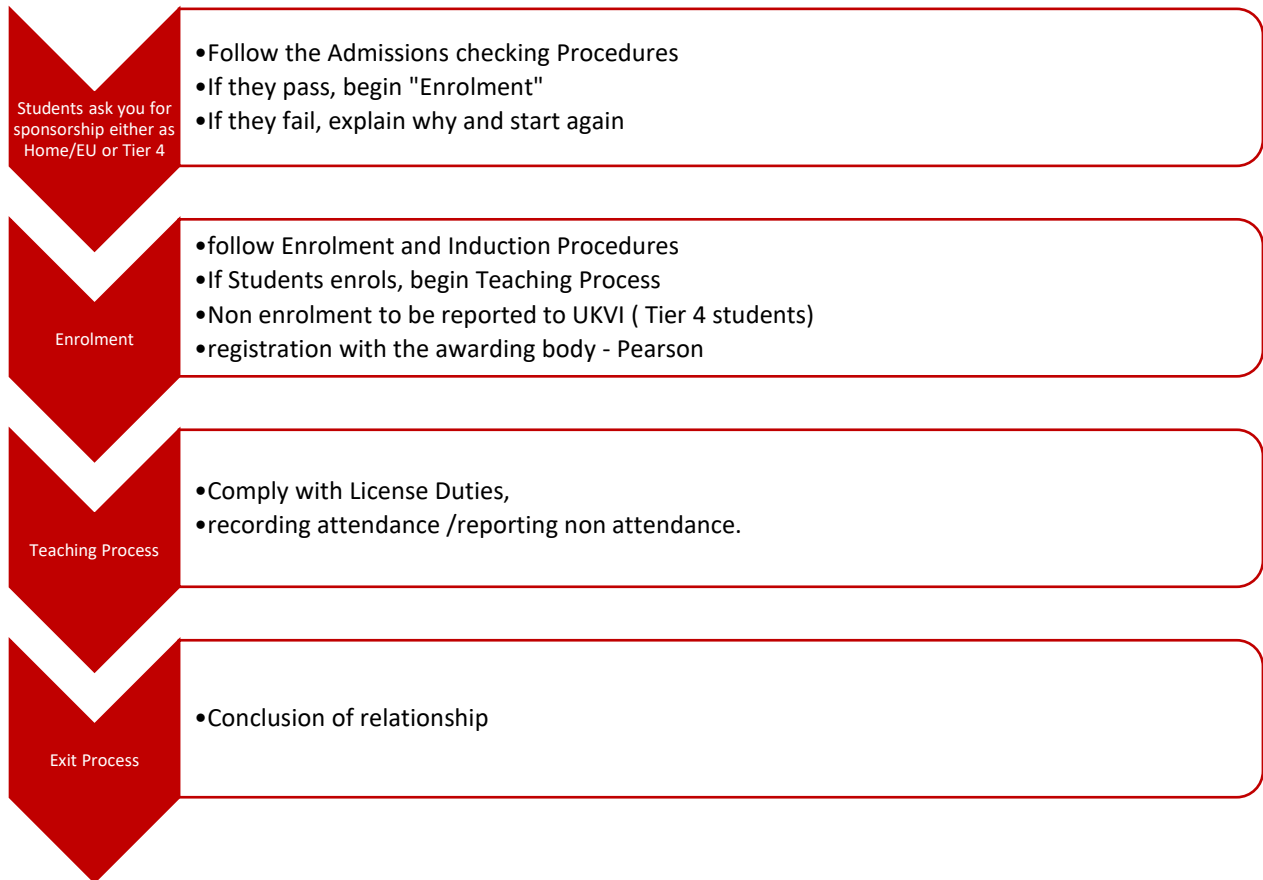
Further to the new CMA rules (for Higher Education Provider/and Consumer Law) the Admissions Office at the point of receiving an enquiry about a programme must send the following details to the prospective student:

- Course information (content and structure)
- Tuition fees
- Terms and Conditions
- Student Handbook
- Pre-Arrival pack
- Accommodation pack
- Attendance Policy

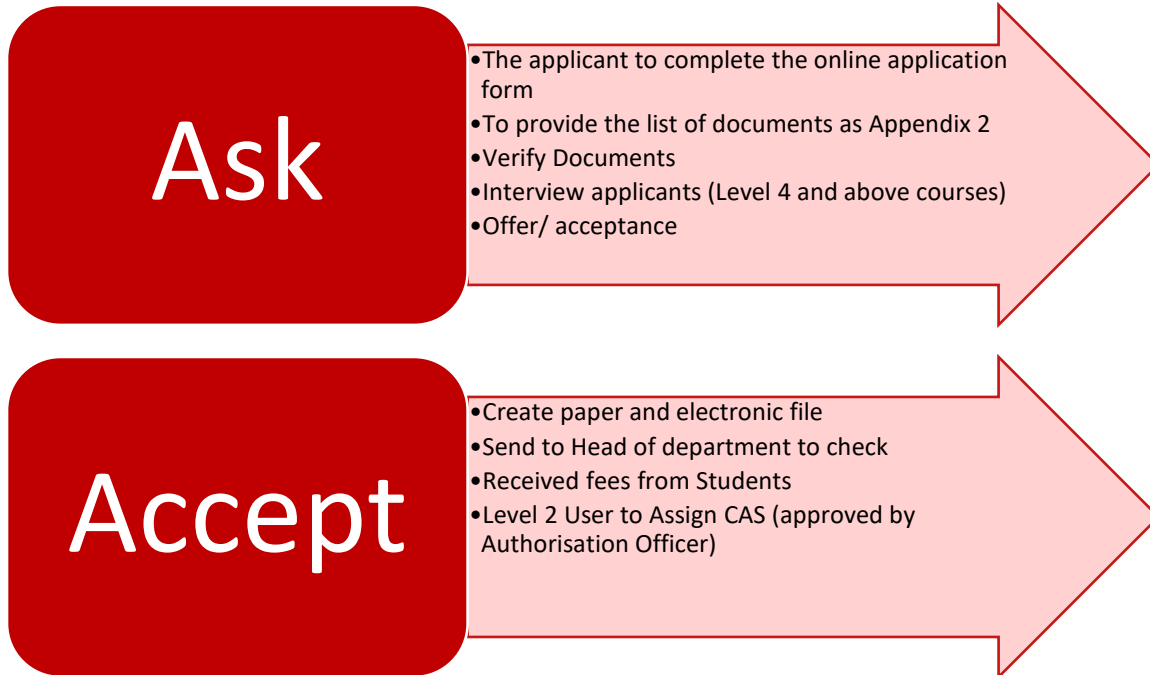
These information allow the prospective students to make a formal decision on the chosen programme and what to expect from Oxford Business College.

3. Admissions Procedures

Summary Flow Chart



3.1 Sponsorship duties



3.2 Stages to follow:

- Applicants must complete online application form on the College`s website:
<https://www.oxfordbusinesscollege.ac.uk/apply/apply-now/> - Appendix 1
- An email is then sent to the applicant advising them to submit the documents in Table 1 below. Any document not in English must be accompanied by certified translation.

Documents required:	Key things to check:	
Passport Copy	Personal Identity details Leave stamps Visa and permissions visa	
Biometric residency card	In country only	
Migrant Contact details	UK residential address	

	<p>Telephone Number</p> <p>Email:</p> <p>(must be kept up to date)</p>	
Academic and non-academic documents used to assess the application:	<p>Qualifications/ Academic transcripts</p> <p>English Language Proficiency</p>	<p>These will be attested by AO</p> <p>Use NARIC and IELTS TRF</p>
Applicant CV/ and statement of purpose	<p>When required e.g. mature students who don't have sufficient qualifications, but they have related work experience</p>	

Table 1

- I. The College will check the authenticity of the documents presented by the applicants for any sign of alteration, and will check the personal details on certificates against those in the passport. The College will take responsible steps to check that they are genuine documents; they do not contain any obvious alterations; and they relate to the applicant. Where there are any doubts about the authenticity of the documents further checks will be made through the issuing authority. Evidence of further checks will be placed on the applicant's file.

- II. For international applicants (Tier 4) it is mandatory to verify academic certificates against NARIC database or to contact the issuing institution, if required, and store the document in the individual files and on computer system.

- III. International students living abroad are not required to attend an interview in person. This can be completed via phone or Skype. Skype or telephone interview is mandatory at OBC. An interview form is filled by the interviewing officer. A screen shot of a Skype interview page will be printed and stored in the students file as evidence.
 - It is mandatory to verify IELTS certificate against IELTS TRF (Test Report Form) verification system. <https://ielts.uct.ac.za/ielts-trf/index.jsp>

- IV. Once full documentation has been verified, the admission officer will review the application and, if satisfied, will issue the applicant with a conditional offer letter – Appendix 4

In case the applicant does not meet the entry requirements for the course the application will be rejected. The applicant will be formally informed on the decision. The entry criteria for each course are listed in Appendix 2.

3.3 Application Evaluation

The Admissions Officer will review the application at this stage by asking the following:

- Is the applicant suited to a particular course, taking in account the information obtained in the steps above?
- Is the applicant below the cap on study under the Tier 4
- Are there any factors, (physical or mental) which require reasonable adjustment in the delivery of the course?
- Is there a criminal record which may influence the offer?
- Does the applicant otherwise meet the entry requirements listed in the English Language Appendix?

3.4 Acceptance of the Offer

- After the application has been assessed and the applicant qualifies to start the programme, the Admissions Officer will create a paper and electronic file to ensure all the student's details are recorded on the College database.
- The student will then receive an invoice in order to complete the full tuition fee/ full registration fee payment. However Oxford Business College will consider acceptance of first year or full tuition fees/ Financial Guarantee prior to the CAS number being issued to the student.
- After the full tuition fees are received, Admissions Officer will pass the file to the Authorised User to consider assigning the CAS number for the International students. The CAS reference number/visa letters cannot be issued by admissions officer until all the documents have been verified and checked by the Head of the Admissions and CAS to be issued only by Authorisation Officer/ level 2 user.

4. Application Process

4.1 Enrolment Process

- All students will be sent an enrolment letter prior to the start date (once registration fees have been cleared)
- The admissions officer will monitor the arrivals of the students

Students are expected to enrol at the College within the period set by the College.

The admissions office will be in regular contact with the student prior to their enrolment.

If the student fails to enrol within 10 working days, the College has the right to defer their studies.

If international (Tier 4) students fail to enrol within 10 days from the start of the programme, they will be reported to the UKVI.

4.2 Pre- Arrival Pack

The Pre-arrival pack is sent to students with the Offer and Enrolment letter.

4.3 Induction Process

- New students must attend the College's induction day. (In case student misses the induction day or time, one to one induction is provided on his arrival as part of his registration process).

Induction Agenda

Staff Introduction

Each staff member will be introduced to the students.

Practical support

Student Welfare Officer will explain use and importance of Social Media and Share Point.

Academic staff member will explain available pastoral care and academic support.

Admissions Department

Admission officer will cover following aspects:

Learning Agreement

Examination Rules for all internal, external mock, final examinations, coursework/assignments.

Rules for International Students

Academic Department

Academic Department will cover following aspects:

Attendance, workshops, assignments deadlines, drafts, process for submitting drafts and final submissions, assessment rules, BPP textbooks, data monitor/Market line, our library, Brooks library, Career Advise- Appendix_3

A) On the induction day students must complete a personal information form. This includes:

- Health Form
- Personal/ emergency contact details
- Application feedback form
- Students are required to provide proof of address in the UK.
- Students are required to provide original passport / visa and original academic transcripts/certificates
- Student's passport will be compared with the copy of the passport sent to the College. This process will apply to all nationalities.
- If the student claims to be an UK or EU national and does not hold a passport, he/she will be asked to provide a birth certificate or any other document listed in the UKVI guidance.
- No students will be allowed to enrol at the College until a valid passport/ birth certificate/ID is produced during the admissions or enrolment process
- All the above documents will be filed together with all the documents received at the point of application
- All documents will be scanned and uploaded on the student file on the computer database
- On the first day of enrolment the College will:
 - Take the following copies of the student's passport: identity page(s) (personal details and photograph); the page bearing the student's UK visa showing his/her permission to be in the UK; and any other pages of the passport bearing a UK endorsement
 - Take a copy of the student's Identity Card for Foreign Nationals (if they have one)

- Students will be told that they must keep their contact details up to date. These will be repeated in a student declaration form which the student is required to sign on induction day and which also includes a signed confirmation from the student that he/she will comply with the College's requirements for attendance. A copy of the declaration will be kept on the student's file.
- **Initial assessment:** any particular needs of individual students identified by Admissions Department (see Interview and Application forms) are communicated to the relevant departments in the College for follow-up
- The student will be issued with a copy of the Student Handbook
- The student will attend an induction session

5. Entry Requirements (all students)

All of the following must be assessed when deciding whether an offer of a place can be made to an applicant.

- Detailed information on entry requirements to all courses are to be found in Appendix 2.
- Using the information provided by the applicant in writing, phone call, email or Skype, the admission officer will give particular attention to the applicant's functional skills, prior learning/academic qualifications and experience, as well as their goals and personal circumstances, to assess whether an applicant will be suited to particular course.
- The admission officer will also request information on medical conditions, disability, learning difficulties and criminal record – Appendix 1 and Appendix 5.
- All the international students applying for level 3 Courses are required to have the following IELTS band.
- 6 month Foundation Diploma: IELTS 5.0 with no less than 5.0 in each of the component.
- 9 month Foundation Diploma: IELTS 4.5 with no less than 4.5 in each of the component.
- 11 month Foundation Diploma: IELTS 4.0 with no less than 4.0 in each of the component or their level of English is assessed by the admissions department/English tutor before the offer letter is issued.
- For courses at level 4 and 5, the applicant must demonstrate IELTS at 5.5 in each of the components.
- If the IELTS is 0.5 or more below the required points for a specific course the students will be invited to either study Business English Language Preparation before entering to their academic programme or take extra English classes to improve English skills.

A further assessment must be conducted extending Tier 4 leave in the UK:

- Assess if the course is at a higher level (showing academic progression) or at the same level, but complements their previous studies
- Applicants are exempt from this requirement if they are new to Oxford Business College and continuing study at the same level which they began elsewhere, or they are not new students but are re-sitting exams

The students on Tier 4 Visas from another institution can be accepted to study at Oxford Business College if they switch institutions and reapply for the same programme with a CAS number issued by the College.

6. Files (all students)

- Copies of these documents will be signed and dated and placed on the student's file with the exceptions of the references to the visa page and pages bearing UK endorsements, all of the above actions and steps will also be applied to UK and European Union students.
- The file should provide a complete history of the student and it should be available to the UKVI or the academic department.

The file should clearly state:

- Pre-arrival information
- Offer and enrolment letter
- Copy of passport/ID/visa expiry date
- Academic transcripts/ certificates
- Invoices
- Communication with UKVI (CAS/ Visa letter)
- Induction pack/ Learning Agreement
- Attendance records
- Academic progress/ Grading reports
- Proof of address
- Change of circumstances form where applicable to be filed
- All other necessary information as required for AP student record submission

7. The role of Admissions Office/Officer

7.1 Purpose and organisation:

The Admissions Officers report to the Managing Director of the College, who is ultimately responsible for the plans, activities, and decisions of the office.

- The aim of the department is to recruit, induct and document the progress of prospective students effectively and smoothly.
- Part of the admission process is to be able to make a correct assessment of the application and ensure that the course selected matches the need and abilities of the applicant.
- Staff in the admission office are trained to carry out roles as stated in their job descriptions.
- The Admissions Officer will work together with the department manager in proposing marketing plans, and the related promotional activities, to achieve the College's targets.

7.2 Main duties of the admission officer:

- Process applications
- Check identification documents (for visa purposes)
- Check academic documents with NARIC and IELTS
- Give academic guidance when required
- Interviewing prospective students
- Send offer letter
- Follow up for confirmation of acceptance of the offer
- Assist students with student loan applications and liaise with the finance department
- Issue CAS (international only)
- Issue enrolment letters
- Send pre-arrival information to potential students
- Student induction
- Record-keeping and updating files
- Maintaining database at all stages of the admission process e.g. enquires, admissions, correspondence etc.
- Upload students details on CELCAT post enrolment
- Personal and professional development to include training

7.3 Other duties

Sales

- Respond to all new enquiries in a timely manner
- Provide further information as required
- Address applicants concerns and other issues raised
- Follow up on agents referrals

Advice and guidance

- Guide the applicants for the visa application process
- Monitor visa progress
- Monitor visa expiry status on current students
- Assist current student on visa extension
- Maintain and retain office records for UKVI inspections

Marketing

- Develop relationships with agents
- Agent training
- Assessment of agents' progress
- Connect with other companies, embassies, agencies to develop new markets
- Promote new and existing courses in accordance with the marketing plan strategy

7.4 Knowledge and skills required

- Knowledge of subject and programmes
- Knowledge of College's policies and procedures
- Knowledge of UKVI rules
- Microsoft Office proficiency
- Relationship building skills
- Account management
- Database management
- Strong communication skills (verbal and written)
- Team player
- Customer service skills

The Authorising Officer (Level 2 User) is responsible to check that the College complies with the UKVI Tier 4 Rules and if there are any potential issues or doubts, those need to be raised before issuing a CAS.

8. Obligations of each party

The summary below identifies the obligations of the applicant as well as of the College, in relation to offers, rejections and deferrals by both parties.

- Students who apply to study at OBC are required to complete the online application form available on the College's website accurately and to the best of their knowledge
- Once the application has been submitted, an admission officer will inform the applicant via email or telephone that the application has been received. The admission officer will request relevant documents to assess the application
- Once the decision has been made the applicant will be informed via email within 48 hours
- Once the offer letter has been issued to the successful applicant, he/she is required to confirm or decline the offer, within two weeks
- Applicants can withdraw the application within 2 weeks after their confirmation of acceptance and before the enrolment
- Students will be able to defer their studies before enrolment date and between programmes (e.g. moving from HNC to HND) Appendix 19 (Terms & Conditions)
- Oxford Business College will inform students on any changes to the programme at the earliest possible occasion. Formal letter will be sent to the student at the point of decision.
- In case of course being cancelled applicants will be advised on alternative course.
- We advise international students to ensure qualifications obtained in UK are transferable and recognised by institutions in their home country.
- Admissions Officers will adhere to UKCISA Code of Ethics to promote diversity and equality, taking into consideration aspect of culture, social and academic background.
- Admissions Officer will adhere to Equality and Diversity Act at all times – Appendix 3.
- On all email communications, any personal information related to the applicant/student is sent via secured link only.

Oxford Business College adheres to Data Protection Act 1998 and GDPR regulations.

Any personal information or students' academic achievements cannot be passed to third parties without the student's permission only.

9. Public Information

- Oxford Business College’s website is monitored and updated on a day-to-day basis. The website is widely accessible and acts as a source of information for the public on the courses offered here at OBC, as well as to existing students and staff.
- In addition, OBC distributes paper-based marketing materials highlighting main features of the courses and training offered by OBC.
- OBC promotes an “open door” policy which allows potential students to visit the College at their convenience and discuss their expectations.
- OBC has active accounts on Facebook, Twitter and LinkedIn social media websites. OBC uses these websites to promote courses, social events and spread important announcements. All students are encouraged to follow these websites and actively participate in discussions and the exchange of information.

<https://en-gb.facebook.com/oxfordbusinesscollegeuk/>

https://twitter.com/oxford_business?lang=en

https://www.instagram.com/oxford_business_college/

10. Complaints and Appeals

Scope

This Procedure describes how all complaints received from prospective applicants should be processed.

General Principles

The College aims to consider complaints and achieve a fair timing resolution in all cases.

All complaints should be investigated at the appropriate level, and all the investigations should be conducted sensitively with due regard to the rights and confidentiality of the complainant and any member of staff involved.

Where a member of staff is named in a complaint he/she should be informed of the nature of the complaint and given the opportunity to discuss the issue and where appropriate deal with the complaint directly.

The outcome of a complaint should normally be made known to any staff involved including the complainant.

Making a Complaint

A complaint can be made in person or in writing (including email) either directly to a member of staff or via email.

All complaints received should be immediately forwarded to the Head of Admissions /HR Manager.

The Head of Admissions records all the details on the complaint Log Sheet.

It is anticipated that the majority of complaints can be resolved satisfactorily on an informal basis.

Initial complaints are progressed as a stage 1 complaint and investigated by the Head of Admissions.

Complaints Process

Head of Admissions log, reference and forward the complaint to the Senior Management Team.

He also investigates the complaint and returns a draft response. The investigation report must clearly show whether the complaint is justified by indicating, YES, NO or PARTIAL. In cases where the report is partially justified, it must identify which elements of it are/are not justified.

A full written response to the complainant should be provided within 10 working days. However, in exceptional circumstances this can be extended to 20 working days. The reason for the extension should be recorded and an acknowledgment letter should be sent to the complainant.

Where a complainant is asked to attend a meeting, s/he has the right to be accompanied by one other person of their choice. A note of the meeting should be taken and entered into the record.

All records of the complaint and its outcome should be recorded and retained. All records of the complaints should be lodged with the Head of Admissions. It should be noted that no complainants will be disadvantaged by making a complaint.

Where the nature of the complaint is deemed to be of a serious nature or may be related to a breach of the law, the complaint should be immediately escalated to the member of the Senior Management Team for further guidance.

Where a complaint is made against a member of the management team the complaint will be investigated directly by the HR department who will produce a response in collaboration with the SMT.

If the complaint is made about the Admissions Officer, two members of the management team who are not directly involved will investigate the case.

Where a complaint is of a serious nature and /or may relate to a breach of law the College director will seek appropriate legal advice on how to proceed. This may include consultation with the College SMT, HR, College lawyers etc. All advises given will be recorded.

Where serious allegations are made against a member of staff, the complaint will be investigated by the College Director/HR Manager in conjunction with the SMT. If the investigation indicates that the complaint is justified then disciplinary procedures may be initiated.

Care should be taken to ensure all communication is in an accessible form that meet the complainant needs.

Appeals

The complainant has the right to appeal if s/he is dissatisfied with the outcome of the complaint.

An appeal against the outcome of a complaint should normally be lodged within 30 days of the conclusion of the formal appeal. An appeal should be made to the College director in writing, outlining the grounds for the appeal including the new information, which was not available at the time of the original complaint.

The appeal should be acknowledge within 5 working days.

The College Director will review the case and may carry out additional investigations and seek whether the complaints procedures have not been followed or that the complaint has not been handled fairly.

All the responses should be provided to the complainant within 10 working days. In exceptional circumstances this can be extended up to 20 working days.

The reasons for the extension should be recorded and intimated to the complainant in the initial acknowledgment letter or follow up letter.

The College Directors decision is final and brings the College investigation of the complaint to a conclusion.

Monitoring, Review and Evaluation

Head of Admissions monitors frequency of the complaints and provides an analysis of root causes and identifies commonalities.

Complaints and their outcome should be discussed and monitored within the appropriate College team and should be used as evidence in self-evaluation process.

Head of Admissions will provide regular reports to the SMT O.

11. International Students: Additional procedures

All principles outlined in this document apply to College's representatives responsible for student recruitment. All representatives will be supported and trained and their performance regularly reviewed.

12. Application to return to the College

If a student applies to return to complete his/her course after having been reported to the UKVI for unauthorised absence, the College will consider his/her application in the light of all circumstances including the length of the absence, the student's overall conduct and ability to resume the course. If the College decides to take the student back onto the course, the College will notify UKVI that it wishes to continue sponsoring the student whilst recognising that if the student's leave has already been curtailed; he/she will need to make a new application before he/she can start studying again.

13. Visas

In respect of visas for international students, the College will:

- Record the expiry dates of all students' visas. This will be maintained on the College database.
- Monitor the list weekly and advise students of the need to seek further leave to remain 90 days before the date of expiry of the visa.
- The College will check weekly with the student until such time as the student confirms that an application for an extension of stay has been submitted.
- The student will be asked to provide a confirmation of submission as evidence that an application has been submitted along with copies of the application form, acknowledgement of receipt of the application from the UKVI, and any other correspondence received from the UKVI.
- Copies of all documents will be placed on the students' file.

- The Admissions Officer weekly check if the student has not received his/her visa after 14 weeks which is the point at which the UKVI recommend that the student should enquire about the progress of his/her application.
- Check every international student's passport termly, confirm that they are still in possession of a valid visa/leave to remain and place a signed and dated copy of the student's permission to be in the UK on their file.
- All students to update their contact details at the beginning of each term. Updated details will be recorded on the student's file, signed and dated.

14. Reporting changes in circumstances to UKVI

The College will also report to the UKVI if a sponsored student discontinues his/her studies (including deferrals of study) within 10 days of the event in question.

If the student states that he/she is moving to another College, the student will be asked to provide details of the new College including evidence of acceptance there. The College will also contact the new College to confirm these details. The name and address of the new College will be passed to the UKVI as part of the reporting process.

Where a student withdraws from his/her course stating that he/she intends to leave the UK, the student will be asked to provide evidence of his/her plans for leaving the country (for example a flight ticket). Full details of the student's plans to leave the UK will be included in the report submitted to the UKVI.

If a student is expelled from the College and/or the College stops sponsoring the student for any reason, including if the student changes to another immigration route that does not require sponsorship, the College will report the matter to the UKVI within 10 working days.

The College will also report to the UKVI within 10 working days any other significant changes in the sponsored student's circumstances such as a change of location or the duration of the course.

If the College stops sponsoring the student for any other reason, for example if the student moves into a different immigration route that does not require a sponsor; or if there is any information which suggests that a student is breaching the conditions of his/her leave; or if there is any other reason whereby the College believes it is appropriate to report the student to the UKVI.

In all these cases, the College will submit a report to the UKVI within 10 working days.

The College will also report to the police if it believes that the student is engaged in any criminal or terrorist activity.

15. New rules for international students

See Appendix 9

16. Managing Agencies

Appointment of new agents:

Recruitment

- Preference will be given to agents trained, registered or approved by an external body.
- All prospective agents are required to complete a comprehensive questionnaire through online application before being offered a contract. Link: <https://www.oxfordbusinesscollege.ac.uk/international-partnerships/agents-application-form/>
- All prospective agents are required to provide satisfactory references of UK institutions they have represented. References will be taken up before an agent is offered a contract. Note: when asking for references, you should pose some specific questions such as (a) how long has the agent represented your College (b) what is their success rate in relation to applications received and students enrolled and completing their courses (c) Do they always work in an ethical and professional manner?
- New agents will be awarded an initial contract of [12] months. The contract can be extended provided that the agent has met the performance criteria referred to below.
- The College will aim to meet its agents in person or via Skype before appointment.
- The agents will be used for introducing students and not for recruitment.

Contract and agreements

- All agents will be expected to sign a contract which identifies their responsibilities to the College and to the student; and the College's responsibilities to the agent, including commission payments.
- Agents will not be allowed to take deposits from students in cash or in any other form that can be diverted to the agent.
- Agents are not allowed to issue any kind of offer letters on behalf of the College.
- Agents will not be allowed to sub-contract without the agreement of the College.

- Agents will not be allowed to mention the College in any kind of publicity without the agreement of the College.
- Agents must not undertake English language testing of students unless they are an approved testing centre for one of the recognised English language testing organisations.
- Agents are not allowed to use any titles or material that suggests they are employees of the College.
- Agents must sign the College's code of conduct for agents, part of agents agreement.

Monitoring agent performance

- All agents will be monitored against the following criteria for each student they provide. OBC monitors the quality of service and students every term.
- Visas refused (2%)
- Student fails to enrol within 1 month of course commencing
- Enrolled students who cease studies within 33% of the course
- Enrolled students who cease studies within 66% of the course
- Enrolled students who fail to complete the course
- Student attendance (80%)
- Student progression
- Any agent who breaches these criteria may have their contract terminated.
- Commission payments will be linked to student enrolment and completion of the course.
- Agents will also be monitored against the accuracy of their description of students' qualifications and work experience.

Reporting

- Details of all agents used by the College will be reported to the UKVI including if the College terminates its agreement with an agent whose details have previously been reported.
- The College will inform the UKVI of any examples of misconduct by an agent whether or not that agent is being used by the College

Training

- The College will maintain regular telephone or online contact with its agents. These contacts will include updates on recruitment, the College and its courses, visa applications and any other immigration matters, also student arrivals.
- Agents are expected to be fully familiar with the College's size, location and facilities, the courses offered and the qualifications to which the courses lead.
- The College will provide the agent with comprehensive information about the College and encourage agents to visit the College wherever possible.
- Agents are expected to be fully familiar with UK immigration requirements for Tier 4 students and to attend any training that might be available on immigration matters and study in the UK more generally as provided by the British Council, UKVI or other bodies.

17. Exit procedure

It is important for the College to know of and understand reasons for withdrawal. This is achieved through the exit form and exit interview. (Appendix 15)

College will make clear the practices involved in formally leaving the institution to ensure smooth process which includes:

- Returning library books,
- Closing of accounts,
- Final payments of accommodation bills.

Appendix 1: Application Form



Apply Now

First Name *	<input type="text"/>	
Last Name *	<input type="text"/>	
DOB *	<input type="text"/>	
Email *	<input type="text"/> Enter Email	<input type="text"/> Confirm Email
Mobile Phone *	<input type="text"/>	
Country of Residence *	<input type="text" value="Afghanistan"/>	
Nationality *	<input type="text" value="Afghanistan"/>	
Disability	<input type="text" value="Please Choose..."/>	

Address	<input type="text"/>	
	Street Address	
	<input type="text"/>	
	Address Line 2	
	<input type="text"/>	<input type="text"/>
	City	State / Province / Region
<input type="text"/>	<input type="text"/>	
ZIP / Postal Code	Country	

Course	<input type="text" value="English Course"/>
--------	---

Add Note	<input type="text"/>
----------	----------------------

How did you hear about us *	<input type="text" value="Please choose..."/>
-----------------------------	---

Send Application

Appendix 2: Entry Requirements

Entry requirements

Business English Language Preparation

No entry requirements

Foundation Diploma in Business, Law and Engineering

- V. Secondary or High School Diploma and,
- VI. English language proficiency by course length:
 - 6 month: IELTS 5.0 with not less than 5.0 in each of the components
 - 9 month: IELTS 4.5 with not less than 4.5 in each of the components
 - 11 month: IELTS 4.0 with not less than 4.0 in each of the components

BTEC Level 3 Diploma in Business awarded by Edexcel

Students must have one of the following:

- BTEC level 2 diploma
 - 4 GCSE (2 which include Maths and English minimum grade c)
 - Recognised High School Diploma
- Or
- Related work experience and, for non- English speaking students, UKVI IELTS test at level B2 is required

BTEC Higher National Certificate – Level 4

Students must have one of the following:

- VII. 1 A Level
- VIII. A recognised university foundation programme
- IX. High School Diploma
- X. 2 years of full-time work experience and,
- XI. English language proficiency
 - IELTS 5.5 with no less than 5.5 in each of the components

BTEC Higher National Diploma – Level 5

Students must have one of the following:

- 1 A Level
- A recognised university foundation programme
- High School Diploma
- 2 years of full-time work experience and,
- English language proficiency
IELTS 5.5 with no less than 5.5 in each of the components

Appendix 3: The Equality and Diversity Act

<http://www.education.gov.uk/aboutdfe/policiesandprocedures/equalityanddiversity/a0064570/-equality-act-2010>

The Equality Act 2010 replaced all previous equality legislation such as the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act.

The Equality Act 2010 provides a single, consolidated source of discrimination law, covering all the types of discrimination that are unlawful. It simplifies the law by removing anomalies and inconsistencies that had developed over time in the existing legislation, and it extends the protection from discrimination in certain areas.

Schools/Colleges cannot unlawfully discriminate against pupils because of their sex, race, disability, religion or belief and sexual orientation. Protection is now extended to students who are pregnant or undergoing gender reassignment.

The exceptions to the discrimination provisions that existed under previous legislation – such as the content of the curriculum, collective worship and admissions to single-sex schools and schools of a religious character, are all replicated in the new act.

There are some changes:

- Introduction of a new single equality duty to replace the previous three separate duties. This includes new specific duties requiring schools/Colleges to publish equality information and objectives. Initially this must be done by 5 April 2012, and then periodically updated.
- It is now unlawful to discriminate against a transgender pupil.

- It is now unlawful to discriminate against a pupil who is pregnant or has recently had a baby.
- New Positive Action provisions will allow schools/Colleges to target measures that are designed to alleviate disadvantages experienced by, or to meet the particular needs of, pupils with particular protected characteristics. Such measures will need to be a proportionate way of achieving the relevant aim.
- Extending the reasonable adjustment duty to require schools to provide auxiliary aids and services to disabled pupils, introduced in September 2012.

Appendix 4: Offer letter

Date:

To:

Dear XXXXXX,

Conditional Offer of a Place

Further to your application we are pleased to offer you a place of study at Oxford Business College, as follows:

Programme name: BTEC Higher National Certificate/ Diploma in Business

Awarding Body: Edexcel

Start of the programme: Date

Tuition Fees: £0000 +£150 registration fee

Duration of the programme: 4 terms

Date of completion: Date

This is a conditional offer and will be confirmed subject to you achieving the following:

Payment of full tuition fees.

****Students residency is available on request, terms and conditions apply.***

- Please confirm your intention by completing the student decision form.

Step one: If you are in agreement with the conditions of this offer, please send us your documents via email to admissions@oxfordbusinesscollege.ac.uk or by post to: Oxford Business College, 65 George Street, Oxford, OX1 2BQ.

Step two: If you have been assessed as an “International” for fee purposes, we require International students to make the full payment in advance. Please send proof of payment to the above email address.

Step three: Once proof of payment has been received we will issue the enrolment letter and the visa letter. International students must submit the visa letter to the visa officer when making an application for entry visa.

**Approved and signed
Admissions Officer**

Student decision form

Students must return this form within 2 weeks of having received an offer of a place, to ensure the place is reserved.

Student name	
Date of Birth	
Programme of study	
Start date	
End date	
Email:	Tel:

Please tick the following box

Accept	<input type="checkbox"/>	Withdraw	<input type="checkbox"/>	Defer	<input type="checkbox"/>	Intake	<input type="checkbox"/>
---------------	--------------------------	-----------------	--------------------------	--------------	--------------------------	---------------	--------------------------

Date:	Student Signature

Payment procedures

The College accepts payment by Cheque, Sterling bank draft, bank transfer or credit card. In the case of bank transfer, please ensure the students name appears clearly while making the transfer. Payment made by UK credit card will be charged 3% over the amount of transaction and 5% international credit cards.

The sender of the funds is responsible for the bank charges and commission for both sending and receiving banks; otherwise these will be applied to the students account on the arrival. Unless written instruction are received to the contrary all communications in respect to payments will be sent to the person responsible for paying the fees.

Cancellation & Withdrawals

Please refer to the College terms and condition policy

Please tick the following box if you would like to cancel the offer*:

Cancelled	<input type="checkbox"/>					
------------------	--------------------------	--	--	--	--	--

**You have the right to cancel your offer up to 14 days after acceptance date, conform CMA33.*

Appendix 5: Section A: Important Details

(Date: __/__/__)

FAMILY Name	
GIVEN Name (s)	
Date of Birth	
Student ID Number	
Passport Details	Passport No: Visa start: Expiry date:
Programme of Study	Start date:
Address in the UK (with postcode)	
Home Telephone Number	
Mobile Telephone Number	
E-mail address	

Passport details

The College is now obliged to take copies of all student passports. Please ensure that you pass on your passport to the College for photocopying.

Emergency contact details

Please provide details of an emergency contact (parent, guardian or closest contact) in your own country.

Nature of relationship (Circle one)	Mother :	Father :
	Other relative :	Close friend :
FAMILY Name of emergency contact		
GIVEN Name of emergency contact		
Full Address in UK or Abroad		
Home/ Mobile Telephone Number		

Appendix 6: Section B: Health Form

Name of Student: _____

Student Number: _____

This information is required of all Oxford Business College students and will be strictly confidential and only used in an emergency.

A: Medical Conditions		
Do you suffer from, or have you ever suffered from, any of the following:		
Allergies	Yes/No	Notes:
Diabetes	Yes/No	Notes:
Dyslexia	Yes/No	Notes:
Epilepsy	Yes/No	Notes:
Glandular Fever	Yes/No	Notes:
Hay fever/Asthma	Yes/No	Notes:
Heart Condition	Yes/No	Notes:
Menstrual Pains	Yes/No	Notes:
Migraine	Yes/No	Notes:
Specific learning difficulties	Yes/No	Notes:
Sight problems	Yes/No	Notes:
Hearing problems	Yes/No	Notes:
Motor difficulties	Yes/No	Notes:

Do you have any other medical conditions which should be known?

B: Medication:



Do you take regular medication?

YES

NO

If so, please give

details _____

Appendix 7: Section C: College Rules and Regulations

In Order to make our department an orderly, pleasant place for everyone to study, we request that you observe the following rules:

Coming on time

- Please arrive to class five minutes **before** the start of the lesson.
- Any student who arrives more than fifteen minutes late cannot enter the classroom; he or she must wait until the break and then enter.

Attendance

- You must attend **all** classes.
- In an unavoidable absence, you must inform the College in advance.
- If you miss classes for two weeks consecutively without prior notice, you will be excluded from the class and will have to **re-do** the term.
- If you fail to attend sufficiently or sit assessments during the term, the College reserves the right to ask you to re-do the term for which you **will be fully charged**.
- You must submit a doctor's note for each period of illness.
- If you are an international student and have a student visa, you must attend *at least* 80% of your tutorials to comply with the terms of your student visa, and not miss more than 10 consecutive classes.

Eating, drinking and cleaning the classroom

- Do not eat in class.
- Water is permitted
- Leave the classroom clean and tidy when you leave.

Mobile telephones

Mobile telephones should be switched off at all times during the lesson

Contact with parent/sponsor/employer

The Oxford Business College does not as a rule make contact with the parent, sponsor or employer of a student. However, the College reserves the right to contact the parent/sponsor/guardian/employer if the student is not contactable.

Appendix 8: Section D: Examination Rules for all internal, external mock, final examination, coursework/assignments.

Coursework/Assignments

Student`s Conduct Regulations

- a) Assignments must be submitted on or before the deadline set. Late assignments will incur a charge of £99. If the assignment is late, the College reserves the right to refuse to mark the assignment.
- b) All students must attend for their own benefit a series of workshops on assignment writing, critical thinking and formatting provided by the College in week 2.
- c) All assignments must be referenced and include bibliography according to the Harvard system.
 - ✓ Students must submit a cover sheet (provided by the College) when submitting each assignment. The cover sheet must be clearly attached to the assignment. No assignment will be marked without this cover sheet.
 - ✓ If an assignment is below standard or contains any element of plagiarism or is incorrectly referenced, the assignment will not be marked.
 - ✓ Students must not commit any form of irregularity. By irregularity, we mean impersonation, collusion, falsification, plagiarism or duplication (please refer to our plagiarism policy).

If you do not understand what any of these terms means, you should ask your tutor to clarify them for you.

Assignment`s Submissions

- a) 50% of assignments must be submitted at the end of each term, or you will have to redo the term which will incur a charge of £2500.
- b) Please note: To be eligible for graduation, students must have completed their studies. If due to unforeseen circumstances, your studies are not complete you will only be eligible if a minimum of 50% of assignments have been passed.

Attendance

- c) **80% attendance is required from all the students. If the attendance drops below 80% certification will not be claimed.**
- d) **Students wishing to defer their first term due to serious personal reasons or illness, will not be charged. However they can only defer one time during their studies, after that extra charges will apply. (Please see our terms and conditions.) On their return, the College is not obliged to run the outstanding modules on a 1 to 1 basis. Students will join the most suitable group and wait until the outstanding modules are running.**

Please note: In case you break the rules and miss 10 consecutive classes the following shall be applied:

- a) Your termination of admission to the College
- b) College will report you to the UKVI as per their rules of migrant reporting
- c) If you have taken a council tax letter, College will inform the Council about your withdrawal from the College
- d) If you have submitted a letter to the bank for the account, College will inform the relevant bank of your withdrawal at the College.

Appendix 9: Section E: Rules for International Students

Admissions office follow Tier 4 guidance on regular basis as and when they are updated by UKVI

To be able to recruit international students, Oxford Business College is obliged to monitor its international students and keep copies of the following documents.

- All non-EEA student passports
- Biometric card
- Student's contact details up-to-date
- Report to UKVI any students who fail to enrol on their course within 10 working days of start date
- Report to UKVI unauthorised absences, defined as missing 10 consecutive classes

UKVI Policies updates as of 19th of July 2018

There are several changes on the key requirement and aspects for visa application, extension, renewals and many more as of 19th July 2018. All international students are strongly advised to go through the changes made. This information can be obtained by going to the UK Visa Immigration website:

<https://www.gov.uk/browse/visas-immigration/study-visas>

The UKVI will revoke visas from students who are breaking the terms of their visa.

I have read and understood the UK Visa Immigration requirements as an International Student while studying in the United Kingdom.

Signed:

Date:

Appendix 10: Section F: Terms and Conditions

Important Notice

These Terms & Conditions together with the student’s handbook constitute the entire agreement between the parties and shall supersede any and all promises, representations, warranties, or other statements, whether written or oral, made by or on behalf of one party to the other, of any nature whatsoever or contained in any leaflet, brochure, or other document given by one party to the other concerning such subject matter. Any reference to “the College” refers specifically to Oxford Business College UK Ltd.

Appendix 11: Section G: The Application Process

Rate questions on a scale of 1 to 5.	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
	1	2	3	4	5
The website was accessible and user friendly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The website was easy to navigate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I was able to find all the information I needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The course information was clear and helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The style of the website was attractive to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Appendix 12: Section H: Declaration

I agree that I have received sufficient information regarding my chosen course and that the information supplied above is true and accurate. I have read and understood:

- (1) College's academic rules
- (2) Examination rules
- (3) Terms and Conditions.
- (4) Immigration Rules (Applicable to International Students)

I agree to adhere to all the College rules.

Signed: _____

Name: _____

Date: _____

Appendix 13: Learning Agreement

The learning agreement is a 'partnership' between you, the student, and Oxford Business College as your assessment centre.

To help you understand the roles and responsibilities of each party during the learning process, could you please complete the following form:

Programme of Study: _____

I _____ agree to:

abide by Oxford Business College Rules and Regulations.

be responsible for my own learning.

attend all the classes at the College.

take responsibility for recording my common skills grades.

retain copies of the assignment and common skills feedback sheets.

submit my own work and not plagiarise the work of others.

Signed: _____

We at Oxford Business College, agree to:

give you advice and guidance regarding all aspects of your programme of study.

provide you with the necessary learning and resource materials to enable you to undertake the learning process.

give you regular feedback via the tutorial system regarding your progress on the course including assessments and common skills.

respond to queries within 48 working hours.

return graded assignments to students within four weeks of the official submission.

Signed: _____

Date: _____

Term dates at Oxford Business College 2018 - 2019

8th October 2018 to 14th December 2018

Half term: 8th and 9th November 2018

Christmas Day: 25th December 2018

Boxing Day: 26th December 2018

New Year's Day Holiday: 1st January 2019

14th January 2019 to 22nd March 2019

Half term: 21st and 22nd February 2019

15th April 2019 to 21st June 2019

Bank Holiday Easter Good Friday: 19th April

Bank Holiday Easter Monday: 22nd April

Bank Holiday: 6th May 2019

Spring Bank Holiday: 27th May 2019

1st July 2019 to 6th September 2019

Half Term: 1st and 2nd August 2019

Summer Bank Holiday: 26th August 2019

7th October 2019 to 13th December 2019

Half term: 7th and 8th November 2019

Christmas Day: 25th December 2019

Boxing Day 26th December 2019

New Year's Day Holiday: 1st January 2020

Appendix 15: Exit Form

Oxford Business College Exit Form

Students withdrawing from the Oxford Business College must complete and submit this form to the Admissions Office confirming that their students record are clear before exiting the College.

▪ **Complete the following personal contact information:**

Full Name: _____ Programme: _____

Address: _____

Email: _____

▪ **Reason for withdrawal:**

- Financial Medical Personal
 Military Employment Transfer to another school
 Other (_____)

**If you are a visa-sponsored student transferring to another institution in the UK please send your acceptance letter to the admissions officer via email (admissions@oxfordbusinesscollege.ac.uk) within 7 days of your withdrawal date.

***If you are a visa-sponsored students withdrawing from a course and wishing to go back home you must submit the flight ticket to the admissions officer via email (admissions@oxfordbusinesscollege.ac.uk) within 7 days of your withdrawal date.

- **Effective date of withdrawal:** __/__/____
- **Please visit the following departments to make sure that all your records are clear and get their signatures.**

Bursar's office

Signature _____ Date: __/__/____

▪ **Feedback**

Appendix 16: Complaint and Appeal Form

Oxford Business College

Undergraduate Admissions Complaint and Appeal form and procedures:

Before you can complaint or appeal, you are required to complete the complaints or appeal form. This is so we can be sure that we have the opportunity to deal with your complaint or appeal. Please submit all the documents required with this form to allow us to make a correct decision.

Section 1

Your details

Gender: _____

Title: _____

Surname: _____

First name: _____

Other names: _____

Occupation: _____

DOB: _____

Address: _____

Mobile: _____

Telephone: _____

Email: _____

Your preferred method of communication: Post ____ e-mail ____

Section 2

Course information

Course you are/were registered: _____

Type of course (please tick):

Undergraduate Postgraduate

Foundation degree Short course

Are you registered (please tick)?

Full time Part time other: _____

Start date of the course __/__/__

End date of the course __/__/__

Tuition fees paid £ _____

How are you categorised by College for fee purposes: Home/EU International

Are you receiving assistance towards the payment of your fees by (please tick)?

Student Loan Parental contribution/self -funded

Employer other: _____

Current academic status (please tick):

Prospective student Student

Completed course Withdrawn from the course

Section 3

Your complaint - Please give a brief summary of your complaint:

Section 4

Declaration

I confirm that I am the student making the complaint, I agree to the above and confirm that I believe the facts stated in this application are true.

Signature: _____ Date: _____

Section 5

Documents enclosed

Please do not send original documents.

We recommend that you send copies of all documents and keep the originals for your records

Copy of your relevant documents

Copy of relevant communication between you and the College

Any other relevant documents

Please keep a copy of this form and please return the completed form together with the supporting documents to:

admissions@oxfordbusinesscollege.ac.uk

Or

Admissions department

65 George Street

Oxford

OX12BQ

Further notes about the complaint or appeal procedures:

Once you have completed the complaint or appeal form, please allow us 14 working days to review your case and get back to you.

If you are a prospective student, please email or send us your complaint with the first week of receiving any correspondence from us or any decision letter.

All the information provided will not be shared with any third party unless we have your authorisation to do so.

Oxford Business College follows the Equality and Diversity Act 2010

Appendix 17: Application Process

Application process for EU students

EU students, including UK nationals, can apply to the Oxford Business College without visa.

Steps

- Online application forms to be filled by all students for all courses:
<https://www.oxfordbusinessCollege.ac.uk/apply/apply-now/>
- Documents to be sent via email, post or fax to the admissions team; degree/transcripts, one academic or professional reference & relevant pages of passport copy. All documents must be in English and accompanied by the original translations which must be attested and undertaken by an official translator including the details of the company, details of the translation and the contact details of the translator.
- Once the documents have been received a member of the admissions team will provide the student with an offer letter
- All students are interviewed. Where a student is from overseas the interview will, wherever possible, be undertaken by Skype. If Skype is not available the interview will be undertaken by telephone.
- A payment plan will be finalised with an admissions officer. A £150 registration fee will be taken. If a student loan application is made an appointment can be booked with a member of the admissions team to help guide you through the process.
- Once the deposit and registration fee have been made the admissions team will provide the student with an enrolment letter.
- The College will remain in contact with the student regarding such matters as their induction and their accommodation until their start date at the College.

Application Process for international students

International students can choose to come to the UK on a student visitor visa. A student visitor visa is suitable for students who are planning on studying any course for under 6 months, or our Business English Language programme for up to 11 months.

Steps

1. Online application forms to be filled by all students for all courses
<https://www.oxfordbusinesscollege.ac.uk/apply/apply-now/>

2. Documents to be sent via email or post to the admissions team; degree/transcripts, UKVI approved English test, references, personal statement & relevant pages of passport copy. All documents must be in English and accompanied by the original translations which must be attested and undertaken by an official translator including the details of the company, details of the translation and the contact details of the translator.
3. Once the documents have been received a member of the admissions team will provide the student with an offer letter.
4. All students are interviewed. Where a student is from overseas the interview will be wherever possible undertaken by Skype. If Skype is not available the interview will be undertaken by telephone.
5. Full tuition fees for 1st year to be received by accounts, Oxford Business College.
6. Once the full tuition fee has been made the admissions team will provide the student with an enrolment letter.
7. Student Visitor Visa letter to be released by Admissions Officer, only after a confirmation from all the relevant departments of OBC and after all the recruitment procedure has been done.
8. The College will maintain an active approach from the point of issuing a Student Visitor Visa Letter to the point of arrival.

Appendix 18: SCHOLARSHIPS

The Oxford Business College Scholarship programme is designed for students who are high academic, sporting or vocational achievers. The programme has been launched to help ambitious students who have already proven themselves in a competitive or academic field. We will also consider strong candidates unable to support themselves financially for our scholarship if they can demonstrate a history of high achievements.

1.1 Eligibility and Application process

1. An applicant must meet the basic entry requirement to the course.
2. Scholarships are considered on all our programmes.
3. Request to be sent to admissions@oxfordbusinesscollege.ac.uk along with a 500 word essay outlining “my greatest achievement” and a 500 word essay outlining “why you should be the Oxford Business College Scholar student”.
4. Any scholarship applicants will also have to complete the college's standard application process.

1.2 Time frame

The applicant has to request the Scholarship at least 1 month before the term starts.

The decision will be received by the applicant in maximum 1 week after we receive his request and it is discussed in common accord with the academic and financial department.

Appendix: 19 BURSARIES

The Oxford Business College Bursary programme is designed for students from a low income background, or for students having to support themselves financially through their studies with us. The programme has been launched to help highly motivated students who may not be able to achieve their academic potential without our support.

2.1 Eligibility and Application process

1. An applicant must meet the basic entry requirement to the course
2. Bursaries are considered on all our programmes.
3. Request to be sent to admissions@oxfordbusinesscollege.ac.uk along with a 500 word essay outlining “why you would like to study Business at the Oxford Business College” and a 500 word essay outlining “why you should be considered for one of the College's Bursaries”.
4. Any bursary applicants will also have to complete the college's standard application process.

2.2 Time frame

The applicant has to request the Scholarship at least 1 month before the term starts.

The decision will be received by the applicant in maximum 1 week after we receive his request and it is discussed in common accord with the admissions and financial department.

3.0 Procedure

Request of Scholarship and Bursary is first assessed by Admissions Officer.

The recommendation from Admissions Officer goes to Head of Admissions.

Head of Admissions will take a decision after consultation with Principal or Head of Finance.