

STUDENT POLICY ENROLMENT PROCEDURES

1. Students who wish to get admission into college will first be met with by our appointed agent or will approach us directly online.
2. Each student will be asked to submit his or her educational documents, passport copy and a photograph for the assessment process to begin.
3. On successful assessment of the documents, students complete a college application form and pay the initial program deposit to the College.
4. The admissions department shall process all applicants within five working days. Once an application has been approved the student will be informed VIA letter of offer and a certificate of enrolment. (Should the student require a visa letter for immigration purposes this shall be issued to the applicant at this time as well).
5. Students without an existing valid student visa must apply for a student visa from the UK Border Agency once they have received their offer and visa letters.
6. Once a student has successfully obtained a valid student visa, the admissions department will confirm arrival details with the student and assist the student to arrange for airport collection. At this time, an orientation/induction date for the student will be set, and pre-arrival materials will be sent to the student.
7. The students are enrolled through a Computerized Application System which is linked with the Home Office. If a student fails to show up at the College according to the joining date, the Home Office will be given a 'No Show' notification by the College and the Home Office will exercise its power to track the student in this regard.
8. Students will attend an orientation/induction in which the student will be introduced to college, receive their student handbook, complete any outstanding paperwork for enrolment, begin their student file and discuss their course in full detail with a student enrolment consultant. Students will be assigned a "mentor". If a work placement is required for the student's program, the student will meet the placement consultant to discuss their placement needs and to develop their personal CV.
9. Students will be placed into work placement program (if applicable to the student's program) and a study commencement date shall be set.