
International Students Recruitment and Admissions Policy

1. Policy Statement

London Brookes College is committed to providing an excellent learning experience for all learners. The college aims to provide comprehensive immigration advice, information and guidance to all prospective international students to enable them to make informed choices on courses available to them.

2. Scope

This policy applies to all staff at London Brookes College who are involved in the recruitment, admission and support of International Students, including agents who recruit students on behalf of the college.

3. Student Recruitment Practices

International admissions are governed by the following principles:

- *All International Student applications will be handled efficiently and within the College single equality scheme.*
- *Entry requirements for all programmes of study will be made available to students and regularly updated to reflect any changes to college policies or Home Office requirements*
- *Prospective International Students are provided with clear information and guidance on admission practices, including the following:*
 - *entry criteria for their course of study including English language proficiency*
 - *details of Home Office requirements*
 - *application deadlines and processes for considering applications fees*
 - *payment deadlines, methods and refund procedures*
 - *attendance requirements*
 - *living costs and expenses*
 - *advice on visa applications*
- *Applicants will be contacted in writing at each stage of the application process and kept informed regarding specific documentation and funding required.*

4-1. Academic Assessment

Entry criteria includes:

- *Qualifications, including GCSE and AS (or equivalent) grades and marks and A Level (or equivalent) grades, international qualifications and work experience.*
- *School/college/employer reference*
- *Test results, where a written test forms part of the assessment*
- *Performance at interview, if interviewed.*
- *It is our responsibility to guarantee that standards of recruitment and admissions decisions are consistent and each stage of the admissions process is carried out with honesty and integrity by staff with relevant and up-to-date knowledge and expertise.*

4-2. Assessment of Personal and Financial Circumstances/ Intention to Study

To assess intention and ability to study, the College will consider the applicant's situation, including:

- Do we have information about the candidates' recent circumstances – study, work or other, for at least the past 5 years?*
- Has the applicant previously been refused a UK visa or entry and if so, why?*
- Has the applicant been to the UK before on a student visa? If so, details of UK studies/visas*
- Why has the applicant chosen to study in the UK?*
- Why has the prospective student chosen London Brookes College?*
- What does the applicant intend to do once he/she has completed the course?*
- What is the relevance of the course/qualification to their future career?*
- Does the applicant want to bring his/her dependants with him/her?*
- What support will the applicant have or need on arrival in the UK?*

5. Documentation

This section lists the documents we require before making an offer and the documents we issue to the prospective student.

5-1. Documents Students Must Supply

The documents listed below form part of the student file during his/her studies at the College.

- Enrollment form completed in full*
- Copy of passport*
- Copy of UK visa pages or biometric ID card*
- All relevant educational certificates to meet the admissions criteria of the programme of study*
- A Secure English Language Test (SELT), or college English test for EIS applications leading to ESVV/SVV (CEFR Levels A2-B1) Students will only be offered a place when full information has been provided and is satisfactory. If the individual's specific circumstances lead us to doubt their intention and ability to study and/or suspect that they may fail to enroll, fail to attend or fail to progress at the required level, we will not offer a place.*

5-2. Offer Documents Issued To Students

If satisfied that an applicant meets all the requirements, we will issue an offer. The offer document confirms the details of our offer including the course title, duration and fees payable.

A series of documents are issued, and signed, from offer to when a CAS, or Visa Letter for Student Visitors, is issued for the student to apply for a visa:

- Offer Letter*
- Enrollment form/ Declaration; to be signed in all cases (and which also confirms payment arrangements); this forms the point of contract*
- Enrollment Terms and Conditions*
- CAS statement or Visa Letter for Student Visitors*

6. Enrolling And Monitoring Tier 4 International Students

The Home Office policy guidance document has clear guidelines about the responsibility of sponsors. The document states that the sponsor must inform the Home Office if:

- *Students do not enroll for any reason, including visa refusal*
- *Students are withdrawn*
- *Students leave their course earlier than expected, including deferrals*
- *There are other significant changes in student's circumstances*
- *We ask them to leave the course.*

Other duties include:

- *Record keeping duties*
- *We must disclose all information when asked*

7. Reporting Student Activity

Sponsors must report information about students who do not enroll or attend, who do not comply with Home Office requirements, change their circumstances or disappear or whose sponsorship ends prematurely to the Home Office within 10 working days using the sponsorship management system (SMS).

8. Process For Recording And Dealing With Visa Refusals

- *Visa refusal information is received from student or agent*
- *Refusal notice is copied and placed in the student's file*
- *Refusal is reported as required on the SMS within 10 working days of change in circumstances*

If the student's refusal was incorrect, the student will be encouraged to submit an application for administrative review or if in-country to appeal against the refusal. If the student wishes to receive a new CAS for a second application, the student's case will be reviewed on a case-by-case basis. If we feel that the student could succeed when applying a second time, a new CAS may be issued.

8.1 Reporting Refusals on the SMS

We are required to report students that fail to enroll regardless of the reason or evidence received. If we do not have evidence that the application has been refused, then the report should be made that the student has failed to enroll and that the outcome of the application is Unknown.

Checked on September, 2025

Next Review on September, 2026