



# Empire College London

## Admission Policy and Procedures

1.1 Empire College London is committed to ensuring transparency, consistency and fairness through its admissions policy and procedures.

1.2 The College will operate procedures that are fair to all applicants regardless of age, background, disability, gender, religion, sexual orientation, ethnicity, and pregnancy or maternity and comply with relevant equality legislation. No applicant shall be treated more or less favourably than any other on account of their background.

1.3 This policy applies to all applicants applying to study at Empire College London.

### 2. Responsibilities for admissions

2.1 The admission team is responsible for admission standards, policy & procedures and decision-making. The team consists of senior management and administrative staff.

2.2 The senior management team is responsible for ensuring that policies and procedures align with the external body and regulatory requirements and that staff involved in admissions procedures, including administration staff, are provided with suitable training to make decisions.

2.3 The admission team is responsible for keeping copies of all application offers and refusals, together with the reasons for 5 years from the date of the decision. This will allow the College to provide any unsuccessful applicant with an explanation of how the decision was reached. This data will also be used as part of the College recruitment analysis and external data returns.

2.4 The team is responsible for ensuring confidentiality during the admissions process to comply with the requirements of the Data Protection Law and the annual review of this policy.

### 3. Admission Information

3.1 The College aims to provide clear, accurate and transparent information about its programmes that is appropriate to prospective applicants' needs in all internal and external communications.

3.2 Changes made to entry requirements will be communicated as soon as possible via the College Website and Prospectus. These sources should, therefore, be considered the most up-to-date. The Prospectus and the application form can be downloaded from the website.

3.3 College staff will communicate only with the applicant unless they have given written consent for the College to discuss their application with another person.

3.4 In deciding whether to offer a place to an applicant, the College will treat each application on its own merits. It will consider the range of information supplied with the submitted application when identifying an applicant's suitability for the programme for which they have applied.



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- 3.5 The College welcomes applications from students holding a range of qualifications. The College will use UK NARIC when considering the equivalence of overseas qualifications.
- 3.6 The College also welcomes applications from mature students. Given the wide range of backgrounds, qualifications and experience that mature students may offer, entry requirements are not necessarily rigid and can vary from one individual to another.
- 3.7 The College recognises prior learning to avoid the duplication of learning and assessment for students. This is assessed as part of the admission process.
- 3.8 The Admissions team will arrange interviews for applicants to evaluate reasons for the chosen course and suitability. All applicants will also undertake an initial assessment to indicate their English language, maths proficiency.
- 3.9 The Interview and initial assessment will be used in conjunction with the submitted application when making a decision.
- 3.10 International students will also have to satisfy the requirements of the UK Home Office for studying in the UK as well as meeting the entry requirements of the College.
- 3.11 An applicant who meets the entry requirements of a course, as indicated in our printed materials and on the website, does not necessarily guarantee an offer of a place.
- 3.12 The College makes decisions on how many offers should be made on programmes based on the College targets and any agreed allocation by external bodies where applicable.
- 3.13 After the admission procedure is completed, the applicant will receive an email notification of the decision on their application within 14 working days. This may vary depending on when the full admission procedure has been completed.
- 3.14 The offer will specify any conditions that the applicant must meet to take up the offer of a place.
- 3.15 An applicant will usually be expected to respond to an offer within 14 days from the date of the offer. This may vary according to when the offer is issued, and the applicant may be expected to respond sooner.
- 3.16 An applicant who takes up an offer of a place with the College will receive an invitation to attend enrolment/induction. Attendance at enrolment/induction is mandatory. The induction program will provide students with further details of the college's policies and procedures, additional course information, and information on student support.
- 3.17 Students with disabilities or learning difficulties are advised to disclose these during the application process so that suitable support arrangements can be made before the student starts the course. The College may require further information to determine the level of support needs.

## 4. Changes to Programmes



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4.1 If there is a change to a programme of study between the publication of the information and the start of the programme to which an applicant has applied, the College will notify applicants in advance, indicating the options available.

## 5. The responsibility of the applicant

5.1 The College expects that an applicant will provide complete and accurate information to be considered for admission. Applicants suspected of submitting or found to have submitted false information will be rejected.

5.2 The College reserves the right to withdraw an offer of a place if fraudulent information is identified following an applicant receiving an offer. Once enrolled, any inaccuracies highlighted at a later stage, the College has the right to retract any offer made or exclude the student without refund of fees.

## 6. Interaction with an applicant

6.1 The College is committed to ensuring that any interaction with an applicant or authorised person is conducted professionally, courteously, and respectfully. It expects any communication from an applicant or their authorised person to be conducted the same way.

6.2 Applicants or their authorised persons should note that the College will not tolerate inappropriate behaviour towards its employees. Hostile, aggressive or otherwise inappropriate behaviour will be viewed seriously and may influence the consideration of an application, appeal or complaint.

## 7. Feedback and complaints

7.1 Should an applicant wish to make a complaint concerning the application process or an appeal against an admissions decision, or request feedback on their application decision, write in the first instance to the admissions team via email: [admissions@ecl.ac](mailto:admissions@ecl.ac) if applying to the London Campus [admissions.bham@ecl.ac](mailto:admissions.bham@ecl.ac) if applying to the Birmingham Campus.

## 8. Applicants with a disability/additional support needs

8.1 The College welcomes applications from students with a disability or additional support needs. Such applicants will be considered against the same criteria as all other candidates, following the process outlined in this policy.

8.2 In the event that a prospective student with a disability or additional support needs is considered eligible for an offer of a place, the admissions team will contact the applicant to discuss the additional support required.

## Admission Procedures

***Empire College London does not accept any students under the age of 18***

To secure a place, please apply as early as possible. Students applying from overseas who need to apply for Entry Clearance can apply up to 6 months before the course start date. International students must



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provide all the information listed on the application form, including evidence of their financial ability to pay for their tuition fees and living expenses in the UK.

## Step 1: Application Submission

- [Complete the Application Form](#)

As part of the application, students must provide the following:

- Copies/original of all academic documentation, including transcripts, certificates, etc. (a certified translation is required if documents are not in the English Language)
- Two recent passport-size photographs
- Valid passport/ID card (International Students must also provide their Biometric Resident Card or Visa)
- Recent proof of address such as a utility bill, bank statement etc. (It must be no more than three months old and show your name and current address)
- Evidence of your English Language proficiency (if applicable)
- Work experience documents (if applicable)
- A CV (if applicable)
  
- International students must provide evidence of the Secured English Language Test approved by the Home Office. These approved tests and providers are listed on the Home Office pages at <https://www.gov.uk/government/publications/guidance-on-applying-for-uk-visa-approved-english-language-tests>.
  
- We will ask you to provide the original documents for verification at the time of enrolment. (International students only)
  
- **All students must read the Terms & Conditions before applying.**
  
- **Students are advised to familiarise themselves with the following policies:**
  - Refund and Compensation Policy
  - Tuition Fee Policy
  - Complaints Policy & Procedure
  - Attendance Policy

These policies can be found at <https://ecl.ac/policies/>

- **Send your application via email with all required documents or apply in person by visiting us at:**

Empire College London - Forest House 16-20 Clements Road Ilford, Essex, IG1 1BA,  
Email: [admissions@ecl.ac](mailto:admissions@ecl.ac)

Empire College London - Birmingham Campus -25 Moat Lane Digbeth, Birmingham B5 5BD  
Email: [admissions.bham@ecl.ac](mailto:admissions.bham@ecl.ac)

## Step 2: Assessment



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- Application assessment will take place according to the admission Policy. The applicant will be called for an online interview (for International Applications) and a face-to-face interview (for in-country applications). Applicants will also undertake an initial assessment to indicate their English Language and Maths proficiency.
- Successful applicants will receive a Conditional or Unconditional Offer.

## Step 3: Tuition Fees

### • International Students

- Payments can be made in the form of a cheque/demand draft or bank transfer payable to Empire College London Ltd **ONLY** within 7 days from the date of the acceptance of the offer.
- International students are required to pay a deposit of 50% of the first-year fees in advance of creating a Confirmation of Acceptance of Studies (CAS). A CAS will only be issued once deposit payments are cleared. The remaining fees for the first year will be due at the time of enrolment.
- Students are requested **NOT to make any payments to any third party with respect to** tuition fees. Empire College London will not be held responsible if a student makes a payment to any third party. Enrolment will not be confirmed if the fees are not paid. Students are advised to familiarise themselves with the Refund and Compensation Policy.

### • Financial Support

- Depending on the student's circumstances, they may be eligible for financial support. Student Finance England offers support for tuition fees, living costs, and childcare. For more details, please visit the [Student Finance England](#) website.
- Student Finance England makes all decisions regarding student finance applications, without any input from ECL. The college has no influence over the outcome of applications. Decisions are based solely on the information provided by the student. To ensure a smooth process, students are advised to submit accurate and up-to-date information.
- Students must inform the College about the outcome of their Student Finance Application within 7 days of receipt of the approval letter, via email: [admissions@ecl.ac](mailto:admissions@ecl.ac) if applying to the London Campus [admissions.bham@ecl.ac](mailto:admissions.bham@ecl.ac) if applying to the Birmingham Campus.
- Courses available for Student Finance Support at Empire College London: (subject to course designation and student eligibility):
  - [Pearson BTEC Level 4 Higher National Certificate in Business \(RQF\)](#)
  - [Pearson BTEC Level 5 Higher National Diploma in Business \(Management\) \(RQF\)](#)
  - [Pearson BTEC Level 4 Higher National Certificate In Leadership And Management \(RQF\)](#)
  - [Pearson BTEC Level 5 Higher National Diploma In Leadership And Management \(RQF\)](#)



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- Those Students with a disability may also apply for the Disabled Students' Allowance (DSA). For details on eligibility and how to apply, please visit the [Disabled Students' Allowances \(DSAs\) website](#).
- **Self-Funding Students (excluding international students)**
  - **Students can sign up for an instalment plan for the payment of the tuition fees. The instalment plan will consist of 3 liability periods in each year of study:**
    - 25% of annual fees at the time of enrolment
    - A further 25% of the annual fees after 3 months of enrolment
    - The remaining 50% of the annual fees after 6 months of enrolment
  - For further advice, please contact the admissions team.

## Step 4: Applying for Entry Clearance/VISA (International students only)

- International Students requiring a Visa to study in the UK can apply for Entry Clearance up to 6 months before the commencement date of their course. Students will need to use the CAS Number in their Entry Clearance application.
- Please visit <https://www.gov.uk/student-visa> for further information on how to apply under the student route.
- Any false or forged documents found by the UK Embassy or High Commission may result in a ban from applying for any UK Visa, and may also result in a criminal conviction.
- Students must inform the College about the outcome of their Entry Clearance/VISA application within 7 days. Successful applicants must notify the College of their arrival date and send a copy of their Entry Clearance/VISA. If entry clearance/further leave to remain is refused, students must contact the College via email: [admissions@ecl.ac](mailto:admissions@ecl.ac) or [admissions.bham@ecl.ac](mailto:admissions.bham@ecl.ac) as soon as possible with the relevant refusal documents from the British Embassy/High Commission/UKVI.

## Student Transfer Arrangements:

### 1. Students transferring to Empire College London from another institution.

The eligibility of a student transferring from another institution to Empire College London is determined by the relevant course entry requirements and the timing of the request to transfer.

Students from another institution wishing to transfer to a course at Empire College London should contact the admissions team at [admissions@ecl.ac](mailto:admissions@ecl.ac) or [admissions.bham@ecl.ac](mailto:admissions.bham@ecl.ac) if applying to the Birmingham Campus.

Students transferring to the College whose admission is based on prior attainment will be required to provide the original certificate or transcripts before a decision is made on the transfer.



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Following approval of an applicant's request to transfer to the College, the admissions team will provide confirmation to the applicant. Relevant course fees will apply.

If the transfer is unsuccessful, the applicant will be informed in writing and should they wish to appeal the decision; they are advised to contact the admissions team via email at: [admissions@ecl.ac](mailto:admissions@ecl.ac) or [admissions.bham@ecl.ac](mailto:admissions.bham@ecl.ac)

Those students who wish to transfer due to their previous institution closure must discuss their circumstances with the admissions team before applying for a transfer. In some cases, additional administration fees may be applied for the assessment of coursework that has not been assessed at the previous institution.

## 2. Registered students transferring to another institution

Registered students wishing to transfer to another institution should, in the first instance, should contact the management team to discuss their withdrawal from the course.

Once the withdrawal has been confirmed, confirmation of the student's achievement at the College to date will be provided. These may be provisional results subject to verification by the awarding bodies.

A full or partial refund of paid tuition fees will be provided in accordance with the refund and compensation policy.

## 3. Students transferring to another course within Empire College London

For students wishing to transfer within the college, consideration will be given to the following:

- Transfer onto a similar course
- Completed credits, level attained
- Timing of the request to transfer

Transfers will be facilitated by the management team with the input of teaching staff of the current course and the course for which transfer is requested.

## 4. International students and course transfers

International students wishing to transfer to Empire College London from another institution or transfer out of Empire College London to another institution will be subject to current UK immigration rules.

International students who are transferring to another institution will have their sponsorship from the current institution withdrawn. Students are advised to contact their new institution for details on how to apply for a new student visa.

***In the event of a transfer in or out of the College, advice and support will be available to students individually or collectively by the management team.***

***The College will support all transfer arrangements promptly, so study time is not affected or reduced.***