

ADMISSIONS POLICY

<i>Date of Policy</i>	<i>November 2009</i>
<i>Approved by Principal(s)</i>	<i>Yes</i>
<i>Modified</i>	<i>January 2012</i>
<i>Review Date</i>	<i>January 2013</i>
<i>Key Staff</i>	<i>All staff at CATS Colleges</i>
<i>Lead Staff to Review</i>	<i>Admissions staff at CEG</i>

CATS Colleges have an inclusive admissions policy, recruiting students according to their potential to achieve the best they possibly can. The College does not discriminate on the grounds of race, gender, nationality, ethnic or national origin, religion or belief, sexual orientation, age or disability, and students are screened on entry to identify any possible learning difficulties in line with our Additional Learning Support Policy. The admissions process is usually directed through the Central Admissions department for Cambridge Education Group, and may include an interview with the Principal or other senior staff member, either at the College or overseas. For all students, full academic reports, transcripts and/or examination certificates as appropriate for their course of entry are required in order to comply with UKBA guidelines and to ensure students meet the entry requirements of the course for which they are applying. Central Admissions staff who are unsure of a potential student's ability or intent will check with the relevant college, who may request an interview or further documentary evidence.

Information to Students / Parents

On request, all prospective students may obtain a copy of the College's prospectus. This will provide information about the college and the courses on offer. Students will also be directed towards the college website which is regularly updated and contains information about current and future activities at the college. Key school policies are available on the website, with websites available in Chinese and Russian.

Scholarships and Bursaries

Entry testing is occasionally used to establish a student's level of ability to ensure that they are suitable for a particular programme or to establish whether they may be eligible for a scholarship or bursary award.

Visits to the College

Occasionally open days or workshops may be opened to prospective students and their parents. All prospective students are encouraged to visit the College for a tailored one-to-one meeting to discuss their requirements, a tour of the facilities and to meet key staff.

Conditional offer Letter

All students accepted for a place at CATS will receive an offer letter stating the conditions of the offer. A registration form is enclosed with the letter, along with an Estimate of Fees and the terms and conditions of enrolment. The letter clearly sets out the Course to be studied, and also gives a time for which the offer remains open. The offer for a place is confirmed by the completion of the registration form and the return of the form, along with the registration fee and deposit to the College.

Following confirmation of the place, further details are then reviewed with the student such as accommodation choice, specific subjects to be studied (often at application stage a student will indicate a pathway rather than subject list), and for international students, arrival details to the UK.

Unconditional offer (Confirmation of Acceptance to Study) for visa purposes

For international students who require visas, the College must comply with the UKBA Tier 4 student visa system and may issue a Confirmation of Acceptance to Study (CAS) or visa letter only if students supply appropriate documentation alongside their application. Students will only be given a CAS when Central Admissions staff are comfortable that the student has the ability and the intent to complete their chosen course. Students will be required to pay a deposit before receiving a CAS. Students in high-risk, from an immigration perspective, countries will be asked for either 50% deposit or full fees in advance. High risk countries are defined by the Compliance Team in accordance with college and industry experience, as well as any specific advice by the UKBA.