

Admission Process

You are to browse this website and select the appropriate course for you. Your interest, progression route, financial situation and entry requirement must be taken care of before selecting your course. The student with a Science background can choose a management subject to enhance his skills to become employable as it will help him to enter the world of Business.

STEP 1: Initial Application, Documents and Conditional offer letter:

You can apply directly by downloading the application in our website. After downloading, you have to print and fill at application form. You have to attach your Educational Qualifications and Passport Copies ensuring you have provided full details of your education, employment history, English ability (IELTS 5.5 minimum or English fluency assessment) and contact details duly attested by the Notary Public or Office of Education or equivalent competent authorities of your country. You can either send all these documents by post or you can e-mail these documents to us by scanning them. We will be sending your Entry qualifications to the Awarding bodies and only after their acceptance the college will admit you. At the initial stage, you have to pay £150 plus £60 (Awarding Body Processing charge- Diploma level) or £160 if it is Advanced Diploma to be paid to the Awarding Body (Non-refundable). Many times a pre-assessment will be conducted by the college authorities when they go over to your country or through Skype (Video Call) and you are expected to pass in the test. Two References have to be got and sent to us. If your application is accepted you will be sent a Conditional offer letter, usually by email. The Conditions that you need to satisfy before the College will offer you an Admission will be stated on the letter, but will normally include payment of 100% course fee.

Please note this Conditional offer letter cannot be used for Visa applications.

STEP 2: Payment

The next step is paying the 50% tuition fee. You can pay the fees by Demand draft or directly depositing the money into College's Account. Once the tuition fee is paid and evidence has been provided to show that you have enough money, as per the UKBA guidelines to get the visa, CAS will be issued with the fee receipt. If you are applying for 2 years visa (for e.g. HND in Health & Social Care) the first year fees has to be paid in full.

STEP 3: Visa Application

Overseas students to study in the UK must then apply for their Visa. Please go into UKBA website to familiarise yourself with the visa application. Please note that your application should contain:

- the 2 Visa application forms
- CAS from the College,
- The original academic /reference documents mentioned in the Visa letter based on which your admission was granted, and

- Original bank statements (or a Loan approval letter) in your own name (not parents or others) from a recognised Bank.

You are likely to be convicted or banned from entering into UK if the UKBA finds that you have forged the documents.

Once you get the visa, you have to pay the remaining 50% of your fees. It is expected from you to pay the fee in full as this will help you to prove the College and Embassy on your genuine interest in finishing your course. This helps the student not to worry about his Finance once he is in the country. Failure to do so will delay the Enrolment Process in the College, and the student will be reported to UKBA.

As all this will take a lot of time we request you to start the process at least two months early. If you have any trouble on this process please contact the Admin department for help.

If you are already in the UK please refer to the www.ukba.homeoffice.gov.uk website to find the appropriate Visa Application Form for you.

- After getting the visa, you are expected to send an email to the college on this regard. The College will help you on your arrival to the UK. The college will conduct one week Induction in which you will be told about your classes, introduction to staff, familiarization with College Campus, information about UK Culture, guidance on how to look for jobs etc.

Please note that under the new Tier 4 Student Visa rules, students are not allowed to defer the start date of their course; and the College is required to report students who are not enrolled within 2 weeks to the UK's Home Office/Border Agency.

If your visa is refused, please inform us your decision on your future action. We will look at the reasons for refusal and discuss and agree the most appropriate course of action with you. In many cases it is advisable to make a fresh application. Students cannot start a new course until a new TIER4 visa has been approved.

For Refunds please see the Refund policy of the College. Please note that any students wishing to change their College, once they have been granted a visa will not be eligible for a refund of fees. They will also be required to make a fresh visa application with their new TIER4 sponsor, as per UKBA rules.

The UK Government currently offers students the opportunity to work full time in the UK for 2 years after they have successfully completed a UK Bachelors or Masters Degree under the Post Study Work Visa scheme in Tier 1 of the new Points Based System for Visas. Please see www.ukba.homeoffice.gov.uk for more details.