



ADMISSIONS POLICY

Document Title		
ADMISSIONS POLICY		
Document Author and Department:	Responsible Person and Department:	
Principal/CEO, Senior Leadership Team	Principal/CEO, Academic	
Approving Body:	Date of Approval:	
Academic Board	13 th June 2018	
Date coming into force:	Review Date:	Edition No:
19 th September 2018	Annually	6
EITHER For Public Access? Tick as appropriate	OR For Internal Access only? Tick as appropriate	
YES <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
Summary/Description:		
This document sets out all the details pertaining to admission to all courses at All Nations Christian College including those validated by the Open University.		
<i>This document has been adapted from a policy document by Aston University, with grateful acknowledgment.</i>		

ALL NATIONS CHRISTIAN COLLEGE

To train and equip men and women for effective participation in God's mission to His multicultural world.

ADMISSIONS POLICY

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2. INTRODUCTION

This policy applies to admissions to all Undergraduate and Postgraduate courses validated by the Open University taught at All Nations Christian College. The College is committed to ensuring that the admissions process is easily accessible, fair, transparent and consistent and provides each individual with a good quality application experience.

3. LEGISLATIVE FRAMEWORK

This policy has been developed in accordance with the following regulations, policies and procedures. This list is not exhaustive:

- All Nations Christian College Undergraduate Handbook
- All Nations Christian College Postgraduate Handbook
- All Nations Christian College Student Handbook
- All Nations Christian College RPL Policy
- All Nations Christian College Learning Support Policy
- All Nations Christian College Guidelines and Procedures for Admissions
- All Nations Christian College Admissions Complaints and Appeals Policy and Procedure
- All Nations Christian College Equal Opportunities Policy
- All Nations Christian College Data Protection Policy
- QAA 'UK Quality Code for Higher Education – Chapter B2: Recruitment, selection and admissions to higher education'
- Open University Handbook for Validated Awards
- Schwartz Report 2004
- UK Visa and Immigration documentation

4. ENQUIRIES

We are committed to ensure that all our information for enquirers and applicants is clear and provides relevant information for making informed decisions on courses. However, as printed materials may have been published well in advance of the start of any course, the College reserves the right to make variations to the published contents, methods of delivery or specific entry requirements of courses if such action is reasonable and considered to be necessary. The College endeavours to ensure that all information available on its website at www.allnations.ac.uk is up-to-date. Enquirers, applicants and their families are encouraged to visit the campus in Easneye, either at an Enquirers Day or by arranging an informal tour. Available dates and further details of Enquirers Days are available on our website at www.allnations.ac.uk (under events).

5. APPLICATIONS

- 5.1.** Applications to all undergraduate and postgraduate degree programmes must be made directly to the College using the application form available online or directly from the College.
- 5.2.** Each application is considered individually but as a holistic entity, based on information submitted on the application form and supporting documentation required by the College.
- 5.3.** The College will assess and process all applications only on the information provided.
- 5.4.** Once a complete application is received by the programme administrator and the candidate deemed suitable to proceed then:
 - a.** applicants for the BA are required to attend an interview either on person, via Skype or phone
 - b.** applicants for the MA are required to submit a document critique
- 5.5.** Applicants must fulfil the entry requirements for the specific course.
- 5.6.** All College staff involved in the admissions process follow the criteria and procedures for selection consistently and professionally. However, academic discretion in considering all other available information underpins the selection process to ensure individual circumstances are taken into account and that it is fair across a range of experiences and expertise.

6. APPLICATION TIMELINES

- 6.1 Although later applications may be considered at the discretion of the Training and Recruitment Administrators in consultation with the Programme Leaders, ideally, all applications for entry in September should be received before 31 May in the year that applicants wish to commence their studies. For visa students applications, this date is 31st March.

Figure 1: BA timeline

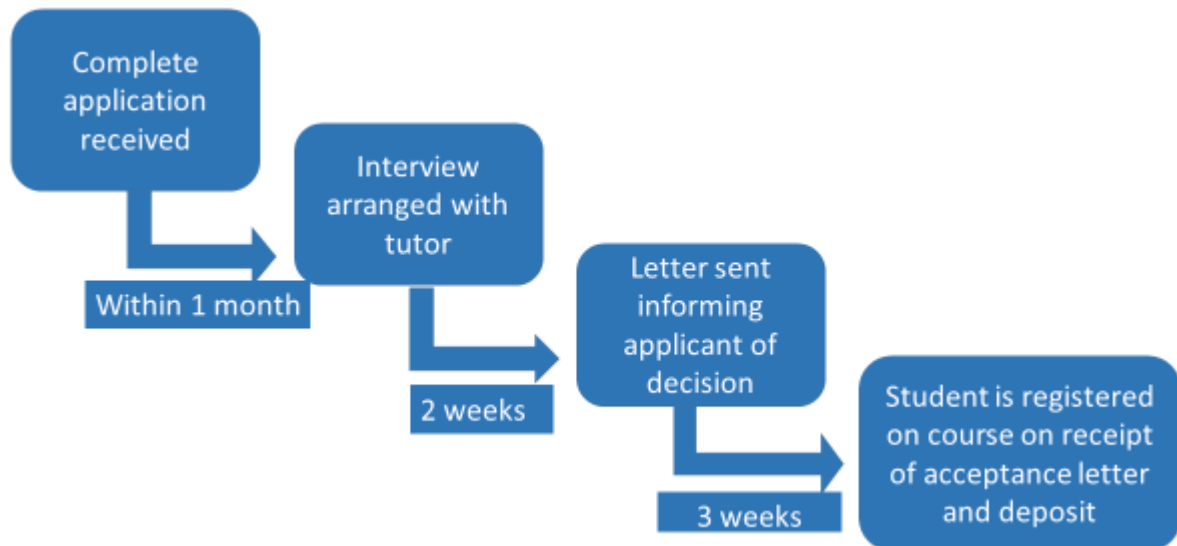
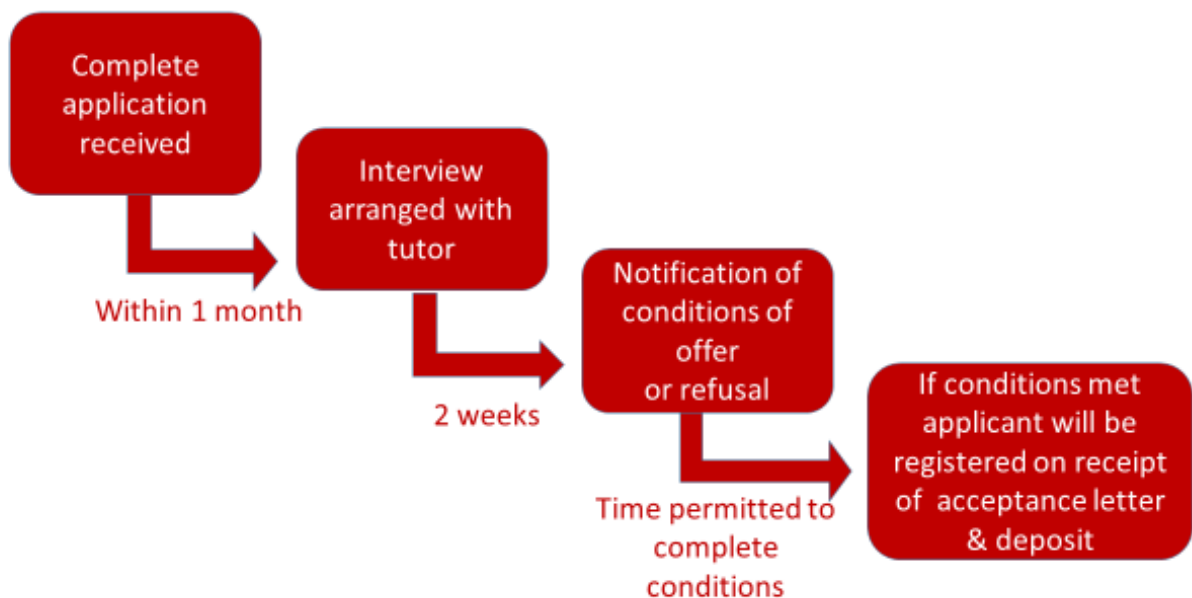


Fig. 2 MA timeline



7. REGISTRATION AND ENROLMENT

7.1 Registration and Enrolment with All Nations Christian College:

- a. Students are registered with the College on the course for which they have been accepted on receipt of their acceptance letter and payment of deposit. Students who are later accepted/permitted to progress on to a different award will be transferred onto the new award at that time (see Programme Handbook for details of progression).
- b. Student enrolment takes place on completion of the Student Enrolment Form which is completed by new students as part of orientation week at the beginning of Term 1.

7.2 Registration with the Open University:

- a. Students have to register with the Open University to obtain an externally validated qualification. They are registered with the Open University on the course for which they have been accepted by the course Recruitment and Training Administrator from 1st September (Student Loan applicants) and during September/October (all other students).
- b. Students who are later accepted/permitted to progress on to a different award will be re-registered with the Open University on to the new course when the University next opens its registration portal.
- c. There is a charge for registering with the Open University (see current fees sheet). The fee is included in the 'Total Fees' figure on the College fees sheet.

7.3 Period of Registration and Termination of Registration:

See the relevant Programme Handbook

8. UNDERGRADUATE PROGRAMME: ENTRY PATHS

The Biblical and Intercultural Studies Programme operates a policy of open access at Level 4.

With requisite transfer of CAT points, access may be permitted at Levels 5 and 6. Within the All Nations system, students who wish to progress from one level to another need to achieve the standards laid out in Section 10 below.

Candidates may be accepted into Level 5 of the Programme if they have gained 120 CAT points from relevant study at another institution. Direct entry to Level 5 may also be possible in cases where the candidate has:

- a. a prior degree in any subject; or
- b. 120 CAT points in a partially-related subject; or
- c. appropriate Cert HE level qualifications, which may, for some reason, not have been awarded CAT points at the time.
- d. completed RPL (if appropriate).

Where acceptance is due to candidates having a prior degree, they are asked to do some pre-entry reading. Where acceptance is due to prior learning, (including students completing the All Nations' Certificate) this may be assessed by means of an examination and/or an essay to determine the suitability of the candidate.

Candidates may, in special cases, be accepted into Level 6 of the Programme, if they have 240 CAT points in a relevant subject.

Direct entry to Level 6 may also be possible in cases where the candidate has:

- a. qualifications from another country which are comparable but do not equate directly to CAT points; or
- b. 240 CAT points in a partially-related subject; or
- c. appropriate Dip HE level qualifications which may, for some reason, not have been awarded CAT points at the time.

This will be at the discretion of the College Admissions department in consultation with the Undergraduate Programme Leader.

The diagram below shows normal entrance and exit routes for full time access.

Level/Award	entry	exit
Certificate	Level 4	Level 4
Diploma	Level 4 or 5	Level 5
BA (Hons)	Level 4 or 5	Level 6

9. UNDERGRADUATE PROGRAMME: PART-TIME ENTRY PATHS

- 9.1** It is not possible to access the programme on a part-time basis.
- 9.2** Spaced years of study: a student can complete the requisite number of years for their desired award over a period of several years, interspersing their years at College with periods of ministry, and carrying forward their CAT points, providing that not more than three years elapse between periods at College. Applicants should be mindful that undergraduate studies must be completed within a total of six years from commencement.
- 9.3** Guided Personal Study Scheme: If constraints of time prevent a student from completing a whole year at once, the 'Guided Personal Study Scheme' allows for a student to gain 4 modules per term of 10 weeks, returning for the other terms in following years. It is preferable, though not essential, to complete the terms in the usual order (Autumn, Spring, Summer). Whilst all Undergraduate modules have been validated by the Open University, modular students will not be registered with the OU and will not receive a validated award; they will receive a Transcript of Studies
- 9.4** Modular study: for those within commuting distance, it is possible to complete one or more selected modules within a given term. Of particular interest to local, part-time students will be those modules that are taught over a full morning or afternoon (or in one of the Specialist Study Weeks).

10 UNDERGRADUATE PROGRAMME: ACADEMIC CONDITIONS FOR ENTRY

- 10.1** For entry at Level 4, applicants would normally be expected to have two Advanced ('A') Level qualifications or equivalent. For mature students relevant vocational experience is a possible alternative and the Undergraduate Programme Leader, in consultation with members of the Undergraduate Committee, will consider each applicant on an individual basis. In some cases, where applicants do not meet the academic requirements due to exceptional circumstances, a written piece of work may be set to assess their academic suitability for the course they have applied for.
- 10.2** For entry at Level 5 applicants see paragraph 8.2 and 3.
- 10.3** All candidates who enter at Level 5 are required to satisfy the College that they have sufficient biblical and theological knowledge and skills. In order to ascertain that this is the case applicants are required to complete some pre-reading, and complete the Acts Assignment by Friday of Week 3 of Term 1, which is a Level 5 requirement. The Undergraduate Programme Leader, in consultation with other members of the Undergraduate Committee reserves the right to move students to Level 4, if this assignment does not meet the required standard, and to delay their registration for a higher award. Students should also complete the required Foundation course (foundation study for the 2 year BA) offered one afternoon for 8 weeks in Term 1 and a few selected mornings in the next two terms.

- 10.4** For entry at Level 6 applicants see paragraph 8.4 and 5.
- 10.5** In order for the College to be assured that the above Admissions criteria have been satisfied, the applicant:
- a. is responsible for providing diploma supplements of marks from previous studies;
 - b. has a personal interview at the College usually conducted by one or two members of the tutorial staff. If the applicant is not in the UK, a suitable equivalent interview may be arranged and a full report submitted to the College. At this time the extent of previous intercultural experience is assessed;
 - c. may be asked to show any prior written work that would aid in assessing suitability, and to undertake any work that the College considers is necessary for the applicant to reach the required standard before beginning any Programme of study;
 - d. if appropriate, must have completed RPL.
- 10.6** The Undergraduate Programme Leader in conjunction with the College Admissions department, has the right to consider for discretionary admission a minority of applicants whose lack of academic qualification is compensated by years of cross-cultural ministry or leadership experience.
- 10.7** There is no automatic right to admission; all places are offered at the discretion of the Undergraduate Programme Leader in conjunction with the College Admissions Department and in accordance with this policy.

11 UNDERGRADUATE PROGRAMME: ENGLISH LANGUAGE REQUIREMENTS FOR ENTRY

- 11.1** Only English speakers (according to the UKVI list of English speaking countries) are exempt from taking an English language proficiency test.
- 11.2** For entry at Level 4, applicants requiring an English language proficiency test, must pass an ACADEMIC IELTS test with an overall score of 5.5 at a UKVI approved SELTS Centre (with a minimum 5.5 for listening/reading and a minimum of 5.0 for writing/speaking.) For students who do not require a visa we will also consider a score of 162 or above in the Cambridge Advanced Exam, or a score of 46 or above in the TOEFL (IBT computer-based) English test.
- 11.3** For entry at Level 5 or 6, applicants requiring an English language proficiency test must pass an ACADEMIC IELTS test with an overall score of 6.0 at a UKVI approved SELTS Centre (with a minimum 6.0 for listening, reading, writing and speaking.) For students who do not require a visa we will also consider a score of 169 or above in the Cambridge Advanced Exam or a score of 60 or above in the TOEFL (IBT computer-based) English test.
- 11.4** Should students wish to transfer to the BA programme during the course of their studies, they must satisfy the English Language requirements for entry at Level 5 or 6 (see 11.3 above).
- 11.5** Those applying for one term Guided Personal Study only, who have sat one of the above exams but fall short of the required score of 6.0 may be considered for admission, but will only be able to progress beyond one term by re-sitting satisfactorily the exam during their first term.

12. PARTIAL EXEMPTION FROM STUDY

The relevant Programme Leader, in consultation with the Programme Committee, may exempt from part of a programme of study individual students who have satisfactorily pursued a previous programme of study of an appropriate nature and standard. Where a student is offered a place on the undergraduate programme starting in a year other than the first year or at any stage of the postgraduate programme, the authorised member of staff should be sure that the student has already gained the required knowledge and skills for which exemption is awarded and that their ability to follow the rest of the programme will not be jeopardised.

13. POSTGRADUATE PROGRAMME: ENTRY REQUIREMENTS

13.1 The entry requirements for the PG Certificate, the PG Diploma and the MA/MTh awards are the same.

13.2 Applicants must prove they have sufficient English ability, have appropriate academic/professional qualifications, Biblical/theological knowledge and Cross-cultural experience as indicated in the chart below:

	Either	Or	Or	Or
English Ability	Applicable to all applicants: be a native English speaker according to the UKVI list of approved English speaking countries	Applicable to all applicants: achieved a degree or higher qualification in an English speaking country according to the UKVI list of approved English speaking countries	Applicable to all Visa applicants: Passed, no less than 2 years prior to making visa application, an Academic IELTS test with a minimum score of 7.0 in each category at a UKVI approved SELTS Centre	Applicable to Non visa applicants who cannot satisfy other English criteria: Passed the Cambridge Advanced English exam with a score of 185 or above no less than 2 years prior to making visa application
Academic Qualifications	A minimum of a good* honours degree, or equivalent qualification, in a subject relevant to the award chosen from a recognised university or HE institution plus two / three years of relevant mission/ministry experience.	A minimum of a good* honours degree, or equivalent qualification, in a subject unrelated to their award from a recognised university or HE institution plus 7 years relevant mission/ministry experience (e.g. leadership/development etc).	Have good professional qualifications plus 7 years relevant mission/ministry experience	
Bible/Theology Knowledge	A minimum of a good* honours degree, or equivalent qualification in a Biblical or Theological subject or which included substantial study of Bible or Theology	7 years mission/ministry experience involving regular Biblical/Theological personal study OR 7 years teaching/preaching ministry in church or equivalent	A minimum of one year's academic study in Bible and/or Theology at a recognized institution	If former Biblical/Theological training is considered to be of insufficient depth, applicants will be required to complete the All Nations bridging programme (on-line) in preparation for the course
	(One of the above is essential for the MTh in Contextual Theology and MA in Global Ecclesiology awards)			
Cross-cultural Experience	Evidence that the applicant has, for a minimum of 2 years, interacted on a frequent basis with others from a different culture to their own i.e. they have lived or worked in a cross-cultural setting.			
	*A good honours degree would usually be the equivalent of an upper second class degree (2.1). In exceptional circumstances, a lower second class degree (2.2) would be considered if the lower classification was the result of extenuating circumstances.			

Please note that one past experience may fulfil more than one of the admission requirements above e.g. leading a multicultural church may fulfil criteria for Bible and Theology as well as cross cultural criteria.

13.3 In addition every applicant is required to:

- have the ability to type, use a word processor and have in place by the start of the course the technology required to access the learning (see the Programme Handbook Section 9);
- be interviewed by a member of the MA admissions team either in person or via Skype or equivalent technology.
- be willing, if required, to complete the online bridging programme in preparation for the course (evidence of having done this will be requested);
- complete a theological document critique to the required academic standard.

14. APPLICATIONS TO CHANGE TRACK AFTER ENROLMENT

14.1 At the start of their course, Undergraduate students have two weeks in which they may change to a different programme, after discussion with the Programme Leader. Enrolment onto the new course will be automatic and no application is necessary after the change has been agreed by the Programme Leader.

14.2 Undergraduate Students wishing to change track involving starting at a different level after the two week period of grace, will need to defer their course until the following September since they will have missed too many lectures. Only in exceptional circumstances will it be possible to start the new course as a January to December student.

14.3 Undergraduate and Postgraduate wishing to extend their programme of study should discuss this at the earliest opportunity with the Programme Leader. If they have shown that they have the academic capability, English ability, and are not in debt to the College, they should complete the relevant Programme Transfer Form by the following dates:

- Undergraduate Students by Monday Week 7 Term 3
- PG Cert/PG Dip/MA/MTh F/T students by Monday Week 7 Term 1
- PG Cert/PG Dip/MA/MTh P/T and Online students by Friday Week 10 Term 3

14.4 The student will be informed in writing within 21 calendar days whether their application has been successful.

14.5 Successful students will be enrolled on the new programme automatically internally and enrolled with the Open University at the earliest opportunity (i.e. when their portal opens again).

15. APPLICATIONS TO RESUME STUDY

15.1 There are various reasons why a student may defer their studies before completion. Regardless of the reason for deferral, those wishing to resume their studies should write to the College confirming the reason why they are able to resume their studies with the intended date of return. Depending on the circumstances, the College may request proof of their fitness to study. Applicants can expect to receive a response to this application within 14 calendar days and a decision within 30 calendar days.

15.2 Students Returning within 12 months of the ratification of their award to complete a higher award will have their previous CAT score transferred automatically on the resumption of their studies. They will not need to apply for RPL. Students are required to surrender their previously earned certificate and complete an application for in the usual way.

15.3 Students Returning after 12 months of the ratification of their award **who wish** to complete a higher award may apply to credit their previous learning through RPCL – see section 17 below. Students who have previously earned a PG Dip should note that, in addition to applying to have their previous learning credited they must also take/re-take M1 (10 credits) when they resume their studies in order to re-establish their study skills and foundational knowledge. This will require completing an alternative assignment if one was undertaken previously. Applicants should:

- fulfil all other admission criteria (see section 14 in the College Admissions Policy and Procedure document. For full details see the College's RPL Policy and Procedures

document which can be found in the College 'Policy and Procedures' document, which is posted in the student section of the College VLE and on the College website: www.allnations.ac.uk; and

- o apply for the new programme in the usual way; and
- o apply for RPCL to gain credit for their previous certificated learning as per this policy and procedure document. (see section 18 below).
- o since it is vital when undertaking a PG Dip or MA/MTh programme for applicants to have relevant mission/ministry experience to which they can apply their learning, applicants will also be required to provide:
 - A personal statement outlining and reflecting on their involvement in mission/ministry within the last 7 years; and
 - Reference (s) from one or more co-workers or mission leaders concerning the mission/ministry undertaken within the last 7 years.

16. TRANSFERRING FROM OTHER UNIVERSITIES

Undergraduate students wishing to transfer to All Nations Christian College from another College should apply directly to the College including a transcript of studies from the previous institution. Consideration for entry into the second or third year will be dependent upon the content of and achievement in previous studies. See the College RPL policy.

17. RECOGNITION OF PRIOR LEARNING

See the College RPL policy.

18. STUDENTS WITH DISABILITIES OR HEALTH CONDITIONS

Please see the extra information available in the appendix at the end of this Admissions Policy

19. EQUAL OPPORTUNITIES

The College makes every effort to ensure that applicants are treated solely on the basis of their merit, abilities and potential and not unlawfully discriminated against because of the Equality Act 2010 'protected characteristics of age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race (including colour, ethnic/national origin or nationality), religion or belief, sex (gender) and sexual orientation. We believe that diversity is a positive contribution to the learning experience at All Nations.

20. DEFERRED ENTRY

Deferred entry is granted on the discretion of admissions staff. Applicants should indicate that they wish to defer entry on their application form. Applications for deferred entry will be considered equally up until the point of confirmation. Normally, deferred entry is granted for one year only.

21. INTERNATIONAL STUDENTS

All Nations Christian College complies with UK Visa and Immigration regulations governing the recruitment of international students. All non-EU students require permission to study in the UK for courses longer than 6 months. If a Tier 4 visa is required, international applicants who have accepted an offer of a place to study at All Nations Christian College will be issued with a Confirmation of Acceptance for Study (CAS), which will confirm All Nations Christian College as the applicants 'educational' sponsor. Before a CAS is issued, international applicants will be required to demonstrate they can meet the financial requirements of the UK Visa and Immigration.

22. AGE ON ENTRY

For undergraduate students the expected age of entry to All Nations Christian College is 21 years or over at the point of enrolment. However, the College will consider applicants who are 19 or 20 years old, provided they meet the admission criteria.

23. OUTCOME OF APPLICATION PROCESS

- 23.1.** Applicants will be informed of the College's decision on their application as expeditiously as possible. In the case of unsuccessful applications, feedback is available on request by contacting the relevant member of the admissions staff.
- 23.2.** Applicants who do not meet the entry requirements for the course they wish to take will be informed of other more appropriate courses offered by the College.
- 23.3.** For undergraduate programmes, where possible, applicants who have been unsuccessful for their initial choice will be considered for appropriate alternative courses within the College and informed of any alternative offers, at the same time as being notified of the decision on their initial choice.
- 23.4.** Any offer of a place made will include details on how to respond to the offer and further information on subsequent steps. All Nations Christian College will inform its applicants of any significant changes made to a course, and in cases where such changes no longer meet an applicant's needs, will use its reasonable endeavours to provide a suitable alternative internally or help secure a comparable course at an alternative institution.
- 23.5.** Applicants who have accepted and met all the conditions of an offer will be informed of procedures and requirements for enrolling as students of All Nations Christian College and for accessing its facilities. They will also be registered with the Open University. The College seeks to make the transition to student membership helpful, and its induction, orientation and registration arrangements are geared towards providing the best and most informed start for its students.

24. CHANGES TO PROGRAMMES

The College reserves the right to make variations to the contents or methods of delivery of programmes, if such action is reasonably considered to be necessary by the College. Circumstances when this may occur include, but are not limited to, lack of demand, departure of key personnel, withdrawal or reduction in funding and/or change of law.

All the elective modules which are listed in the programme may not be offered in any one year where the numbers recruited to a course are so low that it is not possible to deliver an appropriate quality of education for students enrolled on it. This is usually less than 7 students per module. However, the College will guarantee to offer a minimum of 2 elective modules from each vocational specialism in every level of studies

25. DISCONTINUATION OF PROGRAMMES

The College reserves the right to cancel programmes due to circumstances such as insufficient enrolment numbers. If a programme is discontinued All Nations Christian College will contact applicants as soon as the decision is made to explain the decision and offer advice about the applicant's best course of action. This may include offering a suitable alternative internally or helping to secure a comparable course at an alternative institution.

26. DOCUMENT VERIFICATION

- 26.1** All students will be required to present original academic and personal documentation at enrolment prior to the start of the programme of study.
- 26.2** All documentation is verified by College admissions staff. If any information relevant to the application is found to be fraudulent, inconsistent with the application or missing, the application will be deemed void and the offer of a place will be cancelled.
- 26.3** If we have any reason to believe that you or your referee have:
- left out any information; this includes any qualifications you have completed, any qualifications with an unsuccessful grade or any qualifications for which you are still awaiting results;
 - given false or misleading information;
 - supplied a personal statement, or parts of a personal statement, that you have not written yourself; we reserve the right to take any necessary steps to check with you and third parties whether it is accurate or complete.
- 26.4** The college has right to cancel an application without returning an application fee if, having carried out suitable checks, the above is deemed to be true.

27. PRIOR EXTENUATING CIRCUMSTANCES

- 27.1** It is the applicant's responsibility to inform the College of any extenuating circumstances that may lead, or have led to, past academic performance that is not truly indicative of their true potential.
- 27.2** The College reserves the right to request further information from a third party when an applicant requests extenuating circumstances for past qualifications. If deemed necessary, and with the applicant's permission, the applicant's academic institution, examination body, doctor or other appropriate third party may be contacted.

28. DATA PROTECTION

- 28.1** All applications to All Nations Christian College are covered under the Data Protection Act 2018. The information provided in applications will only be used for admissions purposes and will form part of the student's record if they accept a place. Data relevant to the application will be entered into the College database and the progression of the application monitored through to arrival in College. The information will be confidential between the applicant, the College and any other parties the applicant has consented to as part of the application process (e.g. referees and Open University). However, All Nations Christian College may have to release information to authorise outside agencies, such as the police or the Home Office, to prevent or detect fraud.
- 28.2** The College will submit student name and contact details to The Open University solely for the purposes of recording student details and progression information. By registering with a Partner for a programme leading to an Open University validated award the student agrees to the sharing of their information with The Open University for this purpose. The Open University will not make any contact with students unless there is a specific need in relation to their studies towards an OU validated award. It is the student's responsibility to keep their personal information up to date with their institution and to notify them of any changes or errors.
- 28.3** In line with the terms of the Data Protection Act 2018, data subject have a number of rights. They can:
- access and obtain a copy of their data on request;
 - require the College to change incorrect or incomplete data;
 - require the College to delete or stop processing their data, for example where the data is no longer necessary for the purposes of processing; and

- object to the processing of their data where the College is relying on its legitimate interests as the legal ground for processing.

28.4 Should a data subject wish to exercise any of these rights, they should contact the College Data Protection Officer at info@allnations.ac.uk . Every effort will be made to respond to such communications within 7 days; data access requests will be met within 30 days. If a data subject believes that the College has not complied with their data protection rights, they can complain to the data protection supervisory authority, The UK Information Commissioner's Office (ICO) who can be contacted at <https://ico.org.uk/concerns/handling>

29. APPEALS

All Nations Christian College wishes all applicants to have a positive experience in going through the application process and makes every endeavour to provide applicants with all the necessary information they require and to support them in making an informed choice regarding the best course for them. However, applicants who are unsatisfied about the handling of their application, have the right to make either an informal and/or formal complaint or appeal. See the College 'Admissions Complaints and Appeals Policy and Procedure' document.

30. RESPONSIBILITIES, POLICY APPROVAL AND REVIEW

- 30.1** This document, as well as all other policy, procedure and guidance documents relating to students studying at All Nations Christian College, will be available to all, monitored regularly and reviewed & evaluated periodically.
- 30.2** The Principal/CEO the Programme Leaders and the Recruitment and Training Administrators, have overall responsibility for the admissions policy, including its approval and annual review.
- 30.3** The Programme Leaders and the Recruitment and Training Administrators have responsibility for overseeing the admissions process and ensuring that decision-making complies with the regulations of the Open University and other external bodies, where appropriate.

31. POLICY COMMUNICATION

- 31.1** This document can be found in the full College 'Policy and Procedures' document which is located in the student area on the College VLE and on the College website: www.allnations.ac.uk .
- 31.2** Every effort will be made to respond to any request to provide this policy in a different format.
- 31.3** This policy will be included in staff induction.

32. APPENDICES

- **Appendix A:** How to obtain support and/or adjustments for Students with Disabilities and/or Health Conditions
- **Appendix B:** Learning Support Fund Application Form for Help Towards DSA Evidence costs

Admissions Policy Appendix A

HOW TO OBTAIN SUPPORT AND/OR ADJUSTMENTS FOR STUDENTS WITH DISABILITIES AND/OR HEALTH CONDITIONS

Step 1: Start the Application Process Early

- Make sure you allow enough time to apply for support so that arrangements can be put in place to remove any barriers to studying when you start your course.
- We recommend that you apply for Disabled Students' Allowance (DSA)-funded support no less than five months before the beginning of your course. Should your application be delayed, the College may not be able to put any reasonable adjustments in place to facilitate your studies and if this happens, it may be better to wait until the following year to start your course.

Step 2: Applying for the Disabled Students Allowance

- You may find this government website helpful: <https://www.gov.uk/disabled-students-allowances-dsas> . It explains what you may get, the eligibility criteria, how to apply as well other useful information. This site <http://www.yourdsa.com> is another useful resource.
- The Disabled Students' Allowance (DSA) is the main method to obtain additional funding for study support in the UK. It can take three and a half months to come through. This is the reason why your DSA application should begin as soon as you have selected a course and checked you are eligible to apply for the allowance.
- Although you can apply for the DSA either before or after you apply for your course, we advise you to do it as soon as possible. Similarly you do not have to wait until you have a confirmed place at any University or College, although you can apply also apply for the DSA after you have started your course. However a late application may jeopardise having the necessary adjustments put in place for you when you need them.
- The process is to make an application through Student Finance, and to let them know you wish to apply for the DSA – you will then receive a DSA application form from your DSA funding provider.
- You will need to send either medical evidence of a health condition or a diagnostic assessment of a learning difficulty with the DSA application form. It is your responsibility to obtain these from the relevant professionals. Remember to keep copies of all evidence sent.
- If you are eligible for the DSA, you will receive an approval letter from your DSA funding provider.

Step 3: Applying to All Nations

- We encourage all applicants to contact the College if they have any difficulty in using the website application form or downloading a hard copy. We are able to forward a hard copy to you if that is easier. Make sure you indicate whether you have any long term health problems, disabilities or challenges on the application form so that we can start a dialogue with you on the best way to support you through the application process and during your studies.
- Keep us updated on your DSA application, if applicable. If you are not eligible for DSA we may still be able to put some adjustments in place to facilitate your learning.

- If your application to study with us is successful, we may be able to provide you with some financial support to help towards the costs of obtaining the documentary evidence for your DSA application. We expect the amount, if granted, to be up to a maximum of £200. If you wish to apply for this, please ask the Course Administrator for a copy of our Learning Support DSA Application form. Applications to this fund are considered on a case by case basis and, if successful, deducted from your course tuition fees.
- The course administrators work closely with our Learning Support Team during the application process and will advise you whether or when it would be helpful for you to chat with them.

Step 5: Receiving a DSA Letter of Eligibility

- When you receive a DSA Letter of Eligibility, it will ask you to arrange a study needs assessment. Visit the website at <https://dsa-qag.org.uk/> where you can enter your home postcode to find an assessment centre near to you. Your assessor will discuss your study support requirements with you and recommend adjustments. We recommend that you take your course information with you to share with your assessor.
- The assessor will send their recommendations to you and your funding body. It may be very helpful for you to share these with us.

Step 6: Make arrangements for your support and equipment

- When your funding body has agreed with the recommendations you will receive a Letter of Entitlement.
- Follow the instructions in your letter to contact suppliers and make arrangements to put in place your support and equipment before you join us so they are in place when your studies commence.
- If a mentor has been provided as part of your entitlement, it is your responsibility to contact the mentor immediately to ensure all reasonable adjustments can be put in place as early as possible.

Step 6 Keep us updated while you are studying

- During your study with us, you can ask us to change the adjustments we make for you by contacting the Learning Support Team Manager.

Admissions Policy Appendix B

LEARNING SUPPORT FUND APPLICATION FORM FOR HELP TOWARDS DSA EVIDENCE COSTS

Applications to the Learning Support fund are considered on a case by case basis and, if successful, deducted from your course tuition fees. If you are eligible and wish to apply for this award, please complete this form and return it to the Course Administrator of your course.

To be eligible to apply you MUST:

1. Have a registered place (i.e. paid your deposit) on either an Undergraduate or Postgraduate Course at All Nations Christian College; and
2. Have a receipt for obtaining documentary evidence to support your DSA application to facilitate studying at All Nations Christian College. This could have been for either a medical diagnosis or a learning assessment from a professional body; and
3. Have already checked that you are eligible for DSA according to the government website: <https://www.gov.uk/disabled-students-allowances-dsas>

NAME:

DATE OF BIRTH:

COURSE:

COURSE START DATE:

DATE OF COURSE DEPOSIT PAID:

AMOUNT CLAIMED (i.e. Cost of Medical or Learning Assessment/Diagnosis): £

Proof of Payment attached

If you wish the College to put in place reasonable adjustments to facilitate your studies, state MEDICAL CONDITION AND/OR LEARNING DIFFICULTY and nature of adjustments (if known):

OFFICIAL USE ONLY:

DSA Application proof of submission

Amount granted, if any

£
