

## Admissions Policy

### 1.0 Purpose

Regent College London (RCL) understands the importance of a fair admissions process for all potential learners. The institution will conduct its admissions procedures objectively.

### 2.0 Aim

The aim of this policy is to:

- Provide accurate and up to date information.
- Provide advice and guidance to all prospective learners on available courses.
- Ensure a welcoming and supportive learning and working environment.
- Ensure that admissions procedures are equitable for all applicants, regardless of age, background, disability, gender, religion, or ethnicity.

### 3.0 Policy Statement

The course details available on the RCL website clearly outline the entry criteria for the institution's courses and are accurate at the time of publication and are subject to change. Applicants with relevant work experience or alternative qualifications who meet the entry requirements may be considered for alternative entry requirements. Decisions are made at the discretion of the Academic Head and will be considered on an individual basis.

### 3.1 Steps

3.1.1. Learners and / or their parents / legal guardians must first fill out the application form and submit it to reception / online with the required documents.

3.1.2. RCL will then match the application to the programme's entry requirements.

3.1.3. All applicants are subjected to age-related admission assessments to determine their level of English and mathematics to ensure that they will be able to access the institution's programme.

3.1.4. Once the above-mentioned steps have been completed, learners will be notified of their joining date and asked to submit the following documents:

- Copy of the learner's passport with valid visa
- Two copies of passport size picture of the learner
- One copy of the learner's Emirates ID
- Previous educational marksheet / transcript

If the learner is rejected for any reason they will be notified of the reason for the rejection by the admissions team via an official email.

Please note: The learner must submit all the above-mentioned documents at the time of admission; if any documentation is missing, the learner will have 15 days to provide the missing documents. Failure will lead to reconsideration of admission by the Academic Head.

## 4.0 Monitoring

RCL 's Senior Management Team is responsible for approving the admissions policy.

The Academic Head is responsible for ensuring that admissions are undertaken as per this policy and each level of management and staff follows this policy.

### Staff Members Involved

Senior Management Team

Academic Head

Admissions Team

## 5.0 Review

This Policy will be reviewed annually by the RCL Senior Management Team.

It may also be reviewed in the case of any substantial change, whichever is earlier.

For advice and support contact the Admission Team.

## Policy Information

Purpose	Policy Information
Title	Admissions Policy
Document Number	0169/78
Purpose	Regent College London understands the importance of a fair admissions process for all potential learners and will conduct its admissions procedures objectively.
Audience	Staff; Learners
Category	Operational
Next review date	March, 2026

## Version Control

Version	Author	Amended by	Date	Comments
1.01	DoS	DGS	18/3/2024	Policy approved by RCL Governance Committee
2.01	AH	QAC	18/3/2025	Policy approved by RCL Quality Assurance Committee