

ADMISSIONS APPEALS PROCESS (FULL-TIME, PART-TIME AND WORK BASED LEARNING FE & HE)

We welcome applications from any person, and plan to accommodate for difficulties or barriers where reasonably practicable.

There may be occasions when an applicant is not offered a place on a course, and although we endeavour to provide alternatives this is sometimes not possible.

If an applicant believes they have been refused a place on a course despite meeting all the criteria requested on the course information sheet and as required by the awarding body/university, then there is an appeals procedure.

Admissions Appeals Procedure (FE, WBL & Higher Education)

Stage One

The applicant can request the Student and Learning Services Manager to look into the case. The Student and Learning Services Manager will identify the reason why a place was not offered and communicate this back to the applicant.

Stage Two

If the applicant is not satisfied with the response from the Student and Learning Services Manager, they can then request that the Director of Curriculum and Innovation investigates the matter.

Stage Three

If the applicant is not satisfied with the response from the Director of Curriculum and Innovation, it will be escalated to the Principal, whose decision is final.

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