

**Process for Appeals to Admission**  
(Taken from the NPR QS3: Admission Policy)

**13 Appeal**

13.1 An 'appeal' is a process of review, in this instance of an admission decision made by any Admissions staff member and based upon a full application and associated documentation. Queries may be made on the following grounds:

- i. suspected administrative error in Offer of Admission processing;
- ii. the applicant has a strong holistic profile providing the skills set to cope with the rigours of degree level study'; or
- iii. the applicant is concerned that they may not be able to cope with the rigours of degree level study.

13.2 Whilst applicants may raise queries about the outcome of a verification process by Admissions, Admissions staff will not admit queries which consist solely of a challenge to the academic judgement.

13.3 Where queries relate to the substantive correctness of a recommendation or decision (such as a request to be provided with the reasons or as a request that is to be reassessed), the CLTB will respond only to those that fall within the permitted grounds for a request for the review of an admission decision.

13.3 At all stages of the procedures, the CLTB may decide to exercise its powers in accordance with the provisions of NPR 6 and refer the matter to the Quality and Standards Office UK.

13.4 With limited exceptions, all written materials considered under deliberation for the purpose of this policy, will be provided to the student in question.

13.5 The applicant should raise the matter at the earliest possible time and within 30 days of the initial Offer of Admission being issued, with the Admissions staff who will undertake a reassessment of the decision and referral of that decision to the CLTB. Under this process:

- i. the applicant who is raising the query will be required to complete and submit for reassessment;
- ii. the Admissions staff will collate all applicant data and submit for deliberation;
- iii. the decision/s or deliberations of Admissions staff will be referred and reported to the CLTB;
- iv. the CLTB may refer the matter to the Quality and Standards Office UK; and
- v. the decision of the CLTB or where referred to the Quality and Standards Office UK is taken as final.

13.6 In very exceptional circumstances, for example, where it believes that a CLTB has misused or otherwise contravened its authority or there are procedural irregularities, the Quality and Standards Office UK has the power to consider and, if appropriate, change a decision. In such exceptional circumstances, the delegation of authority made to the CLTB would be temporarily revoked.

**14 Withdrawal or Termination of Enrolment Based on Misrepresentation**

14.1 The College/Admissions and Recruitment Centre reserves the right to withdraw from enrolment to any pathway, a student who has deliberately or unintentionally misrepresented either their qualification or immigratory status or any physical, mental or learning disability. This is inclusive of non-declaration of any disability/disabilities, educational transcripts or certificates, for the sake of application to the College/Admissions and Recruitment Centre. Similarly, providing contrary information or any kind, without prior communication, on arrival at the College will also be deemed misrepresentation.