

Recruitment and Admissions Policy to Higher Education Programmes

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Abstract:

This policy governs student recruitment and admission to all higher education programmes taught at Fairfield School of Business.

Applicability:

Higher Education provision only (all FHEQ levels)

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1. Introduction

1.1. This policy has been developed in line with the UK Quality Code for Higher Education [1], and with due regard for the Office for Students' Regulatory Framework[2]. The QAA's guidance builds on the foundational principles of the Schwartz Report: 'Fair admissions to higher education' , which establishes a sound framework for ensuring students admitted to higher education are capable of achieving the award applied for, and that it will be of genuine benefit to them.

1.2. Fairfield School of Business (FSB) is committed to supporting the UK Government's agenda to promote social mobility across the UK by improving the accessibility of higher education and the participation of groups of people who are statistically underrepresented in higher education graduate populations.

1.3. This policy ensures that all decisions to make offers to study at FSB are based on a reliable and fair assessment of a prospective student's ability and suitability for a programme.

2. Student Recruitment

2.1. FSB's recruitment strategy seeks to remove barriers for people whose personal or economic circumstances or lack of academic experience may discourage them from pursuing a higher education qualification. The School additionally encourages applications from people coming to higher education via more traditional academic progression routes, to seek to create a diverse and inclusive student body.

2.2. FSB seeks to achieve this aim by:

i. collaborating with job centres and other employment organisations,

ii. participating in higher education-themed public events and career fairs,

iii. working with further education providers and sixth forms in the areas where the School has campuses,

iv. appointing ambassadors from within the School's student body to engage with prospective students in the above settings,

v. promoting its learning opportunities through conventional advertising channels (including print and digital media) and social media campaigns,

[1] UK Quality Code
[2] Securing student success: Regulatory framework for higher education in England

vi. incentivising word of mouth referrals and holding regular campus drop-in sessions,

2.3. All students will receive a personal consultation with a member of the School's admissions staff, who will provide guidance on the application process and how to prepare for an academic interview.

3. Admission to Higher Education

3.1. FSB offers higher education programmes that lead to awards validated by degree-awarding university partners, as well as vocational and professionally accredited programmes. Whilst specific student admissions criteria and procedures may vary depending on the requirements of the awarding body, the following principles apply to all student admissions processed by FSB:

3.2. Offers to study at FSB will be made only on the basis that:

3.2.1 the applicant has the ability to successfully complete their programme and enter employment commensurate with their award after study,

3.2.2 the applicant has made an informed choice about their study options and is applying for a programme which is suited to their professional aspirations,

3.2.3 that the applicant understands the commitment they are making by accepting an offer to study at FSB,

3.2.4 the applicant has the financial means, whether through personal funds or eligibility for student financial assistance to support themselves during their studies,

3.2.5 (where applicable) the applicant is not disbarred from entry into the profession the qualification leads to by reason of prior criminal conviction,

3.2.6 The applicant is fit to study.

3.3. No applicant will be at a disadvantage in obtaining a place to study at FSB for having a protected characteristic as defined within the Equality Act, or otherwise be unlawfully discriminated against during the admissions process.

3.4. Judgements of academic ability will be made by academic staff members from the applied-for programme, who will have a final say over whether the applicant will be admitted.

3.5. FSB will use diagnostic testing during the admissions process to ensure that applicants have the essential skills to study higher education, which includes English language proficiency.

3.6. FSB will take robust steps to ensure the authenticity of documentary evidence used in the admission process.

3.7. FSB will provide a responsive and professional admissions service, which ensures that applications are processed and decisions of admissions are returned within a reasonable timeframe.

3.8. Applicants may request feedback from FSB if their application is not successful. Students will also have recourse to appeal against a decision of refusal where they can show that this policy has not been followed. Applicants may also complaint about the admissions process; the process for responding to admissions complaints process is separate from the student complaints procedures

3.9. Staff involved in the recruitment and admission of students will be appropriately trained and supported to uphold this policy.

4. Students' Consumer Rights

4.1. FSB recognises that people studying on higher education programmes in the UK are protected by consumer laws and contract regulations that require providers to be open and transparent about the services they offer.

4.2. FSB will seek to uphold consumer laws by:

4.2.1 maintaining oversight of all information published about learning opportunities, which includes all promotional and 'pre-contract information' that may be used by a prospective student determine the suitability of a course to their needs *(refer to our Public Information Policy),*

4.2.2 ensuring that its terms and conditions are clear, unambiguous, accessible, and fair, and ensuring that any particularly important information is highlighted before the applicant is given an offer to study.

4.2.3 ensuring students understand the terms and conditions of the programme and the personal financial implications of accessing student funding, as well their rights to refunds and compensation,

4.2.4 ensuring staff involved in the recruitment of prospective students are appropriately trained to act in accordance with UK consumer protection laws and resources are in place to provide a timely and responsive service,

i. publishing a **Student Protection Plan** setting out what students can expect to happen should a course, campus, or the institution close,

ii. ensuring prospective students have recourse to appeal against a decision of refusal where they can show that this policy has not been followed or make a complaint about the admissions process,

iii. periodically reviewing its procedures against sector guidance about how to comply with consumer protection law published by the Competition and Markets Authority (CMA).

iv. notifying students and applicants as soon as possible in the event of any changes to a programme offered, detailing the precise nature of the changes and the recourse students have to a refund if the programme no longer meets their needs or expectations.

5. Protection of Personal Data

5.1. FSB collects personal data about prospective students during the application and admissions process which is necessary for the School to confirm the identity of applicants and assess their suitability for study. This includes special category data, which is used by the School to ensure its programmes are inclusively recruited. This data is shared externally with the FSB's awarding bodies and the School's regulatory bodies[3].

5.2. All personal data received by FSB is processed in accordance with our *Data Protection Policy*, which is compliant with UK Data Protection Law and the *UK General Data Protection Regulations (UK GDPR).*

5.3. The basis for lawful processing of personal data is:

- Students' consent to use the information in the manner described in FSB's Privacy Notice,
- Legitimate interest whereby this information is necessary for the conduct of the service we provide.

5.4. The basis for processing special category data is 'Explicit consent', and where applicable 'vital interest'.

6. Allocation of Responsibilities for Admissions

6.1. The responsibility of the Admissions Panel:

6.1.1 The Admissions Panel reviews all study applications that require discretionary contributions from senior academics and those with particular expertise; it considers chiefly matters relating to students with special educational needs, safeguarding concerns, other cases which fall outside of the standard admissions procedure.

[3] https://www.hesa.ac.uk/

6.1.2 The decision to admit an applicant that falls outside of the standard admissions procedure shall rest with the Admissions Panel.

6.1.3 Once FSB has assessed and approved an application, the application will be submitted to the awarding body for final review and decision.

6.1.4 The Panel additionally considers appealed decisions of refusal.

6.2. The responsibility of the Readmissions Panel:

6.2.1 The Readmission Process applies to former FSB students who were previously enrolled on a programme of study and wish to seek approval to return and continue their studies.

6.2.2 The process applies to students who have previously withdrawn from a programme, either voluntarily or as a result of being withdrawn by the School.

6.2.3 Applications for readmission will not normally be considered from students whose registration was terminated on academic grounds or who were excluded from the School due to disciplinary or other formal proceedings.

6.2.4 Applicants seeking readmission must provide appropriate supporting documentation explaining the circumstances that prevented completion of their previous programme of study, together with details of their activities and circumstances since leaving the School. All readmission applications will be considered in accordance with the School's admissions procedures and relevant academic regulations.

6.2.5 The Readmission Process and associated application form are available on the School's website.

7. Entry Requirements

7.1. Candidate entry requirements ("prerequisites") for admissions to higher education programmes are set by the awarding body and applied by FSB's Admissions team.

7.2. Prerequisites for each programme are clearly stated in the programme listing on FSB's online Course information Pages and within the programme specification document, which can be requested from the FSB Quality Office.

7.3. The following will usually be an essential minimum for admission to any higher education programme:

7.4 Bath Spa University - Undergraduate Programmes

7.4.1 For prospective students that are **under the age of 21**; the entry profile for Bath Spa University undergraduate programmes is likely to include one of the following:

- Level 3 qualification (equivalent to either 60 credits or 80 UCAS tariff points)
- A minimum of five GCSE passes at grade C/4 or above (including Maths and
- English). BTEC Extended Diploma grades Pass Pass Pass
- T Level – overall grade Pass (A*-C)
- International Baccalaureate overall score 32
- Access to HE Dip 60 credits (45 at Level 3 at Merit or above)
- ATHE Level 3 diploma with 60 credits
- Qualifi Level 3 diploma with 60 credits

7.4.2 Prospective students that are **over the age of 21** who do not have the above qualifications can apply via the School's assessment-based entry. FSB will consider the prospective student's prior experiences (work, voluntary, life, and other experiences that are relevant to the course). The following must be provided /completed:

- Provide supporting documents – Valid ID, personal statement and proof of address dated within the last three months.
- For applicants from non-majority English speaking countries, an overall IELTS score of 5.5 is expected, with no less than 5.5 for all the individual elements.
- Complete a APEL (Accreditation of Prior Experiential Learning) essay.
- Applicants will also be invited to attend an Interview
- Additional documents may be requested depending on the nature of your application.

7.5 Ravensbourne University London - Undergraduate Programmes

7.5.1 For prospective students that are **under the age of 21**; the entry profile for Ravensbourne University London undergraduate programmes is likely to include one of the following:

- Two A Levels at grade CC or above
- BTEC Extended Diploma at grade MPP
- UAL Level 3 Extended Diploma
- T Level (pass or above)
- Access to Higher Education Diploma
- International Baccalaureate at grade 24 or above
- Other/Mixed qualifications equivalent to 48 UCAS Tariff points

7.5.2 Prospective students that are over the age of 21 who do not have the above qualifications can apply via the School's assessment-based entry. FSB will consider the prospective student's prior experiences (work, voluntary, life, and other experiences that are relevant to the course). The following must be provided /completed:

- Provide supporting documents – Valid ID, personal statement and proof of address dated within the last three months.

- For applicants from non-majority English speaking countries, an overall IELTS score of 5.5 is expected, with no less than 5.5 for all the individual elements.
- Complete a SAPE Assessment (Screening for Accreditation of Prior Experience)
- Applicants will also be invited to attend an Interview
- Additional documents may be requested depending on the nature of your application.

7.6 Birmingham Newman University - Undergraduate Programmes

7.6.1 For prospective students that are **under the age of 21**; the entry profile for Birmingham Newman University undergraduate programmes is likely to include one of the following:

- BTEC Level 3 qualification in a relevant subject
- An Access to Higher Education Certificate awarded by an approved further education institution
- A minimum of 90 credits from a related Level 3 qualifications

7.6.2 Prospective students that are **over the age of 21** who do not have the above qualifications can apply via the School's assessment-based entry. FSB will consider the prospective student's prior experiences (work, voluntary, life, and other experiences that are relevant to the course). The following must be provided /completed:

- Provide supporting documents – Valid ID, personal statement and proof of address dated within the last three months.
- Complete a English Language Test (with a minimum 60% score, equivalent to IELTS 5.5)
- Complete a SAPE Assessment (Screening for Accreditation of Prior Experience)
- Applicants will also be invited to attend an Interview
- Additional documents may be requested depending on the nature of your application.

7.6.3 Applicants applying to the BSc (Hons) Computer Science with Foundation Year are required to provide or complete all of the above, in addition to a mathematics assessment and an IT assessment.

7.7 Ravensbourne University London and Bath Spa University - Postgraduate Programmes

7.7.1 Prospective students must have a good undergraduate honours degree in any academic subject awarded at 2.2 or above.

7.7.2 Prospective students who have achieved a third-class or ordinary degree may be considered for the MSc Digital Marketing awarded by Ravensbourne University London. Such applications will be assessed on a case-by-case basis.

7.7.3 Prospective students may also be considered without an undergraduate degree if the applicant can demonstrate considerable relevant experience. In this case,

prospective students may be asked to attend an interview, or submit a portfolio supporting their application.

7.7.4 MBA entrants will require strong undergraduate degree in any academic subject. They will also normally be expected to have at least two years' work experience after graduation, where they demonstrate that they have management experience. Applicants may be considered without an undergraduate degree if they can demonstrate considerable relevant professional experience and achievement in industry.

7.8 Birmingham Newman University - Postgraduate Certificates in Higher Education

7.8.1 Fairfield School of Business offers a Postgraduate Certificate (PG Cert) in Higher Education Practice programme, awarded by Birmingham Newman University.

7.8.2 This programme is open to graduates who are professionally engaged in a Higher Education setting who will be able to reflect on their practice in teaching and/or the support of learning of students in higher education.

7.8.3 Applicants for this programme will require an Honours degree in a relevant subject area from a UK university or an overseas university agreed by ECCTIS (formally NARIC) as equivalent and subject to IELTS and EU requirements.

7.8.4 Relevant professional experience that equates to degree level will be considered by the Programme Leader, with successful application determined by completion of pre-entry tasks.

8. Procedural Approach – Admissions Process

8.1 Application

8.1.1 Prospective students enquiring about FSB's learning opportunities will be directed to a member of the Admissions team for a mandatory one-to-one consultation. During this consultation, the Admissions team member will discuss the applicant's study options and provide guidance throughout the application process prior to the submission of an application.

8.1.2 Applicants who have any special requirements are encouraged to inform the School at the earliest opportunity to enable appropriate reasonable adjustments to be considered and implemented throughout the admissions process.

8.1.3 All applicants are required to complete and submit an electronic application form, which constitutes the formal application for admission to Fairfield School of Business.

8.1.4 FSB requires prospective students to input their personal, professional, educational and work experience onto the School's electronic application to provide an indication of an applicant's ability to meet the demands of the programme.

8.1.5 All applicants must demonstrate that they possess the prerequisite knowledge, skills, and motivation required to undertake and successfully complete their chosen course. Applicants seeking admission must satisfy the School that they have a reasonable prospect of meeting the course learning outcomes and achieving the academic standard required for the award.

8.2 Supporting Documents

8.2.1 Prospective students are required to provide the following documents in support of their application:

- Valid identification including right to study share code (if applicable)
- Proof of address (dated within the last three months)
- Evidence of previous qualifications; where required, these will be cross-checked against relevant databases or ECCTIS (formally NARIC)
- Personal Statement (of 500 words for undergraduate and 300 words for postgraduate)
- Evidence of eligibility to receive students financial support (where applicable)
- A signed copy of the School's terms and conditions, acknowledging that the applicant has read and understood them

8.2.2 All documents submitted as part of the application process must be provided in their original form; photocopies, scans, or screenshots will not be accepted.

8.2.3 FSB may need additional evidence or documents to make a decision. In this case, prospective students will receive a clear explanation of why this information is needed and how it will be used in the admissions process.

8.2.4 FSB will carry out checks on documents supplied by applicants to establish authenticity in order to guard against fraudulent applications. Please refer to section 15 for more information.

8.3 Finance Consultation

8.3.1 Prospective students are required to attend a finance consultation with a member of the Admissions team and/or the Student Finance Officer before commencing the application process. The purpose of the consultation is to provide

applicants with information and guidance on tuition fees, affordability, and eligibility for available financial support. Applicants must demonstrate an understanding of the financial commitments associated with their studies, including tuition fees, living costs, and any other applicable financial obligations.

8.4 English Language Requirements

8.4.1 As all teaching, learning, and assessment at FSB are delivered in English, applicants must demonstrate that they meet the English language proficiency requirements for their chosen course of study.

8.4.2 Applicants from non-majority English-speaking countries, or those whose first language is not English, are required to undertake an English language assessment that evaluates all four language skills: reading, writing, speaking, and listening. The assessment is used to determine whether the applicant has the level of English language proficiency required for their chosen course of study.

8.4.3 This requirement applies unless determined by FSB, in consultation with the relevant partner, that the applicant can provide acceptable evidence of prior study or qualifications that were taught and assessed in English and meet the required standard for admission.

8.4.4 The grading of the English Language test will align with the International English Language Testing System (IELTS) and the Common European Framework of Reference for Languages (CEFR); applicants must achieve a minimum standard equivalent to IELTS 5.5 or CEFR Level B2 for undergraduate degree programmes.

8.4.5 English language requirements may vary depending on the programme and level of study. The specific English language requirements for each programme will be clearly outlined in the relevant programme specification, promotional materials, the FSB website, and admissions information. Applicants will also be informed of the applicable English language requirements during their initial consultation with a member of the Admissions team.

8.5 Screening for Accreditation of Prior Experience (SAPE)

8.5.1 Applicants who cannot present relevant qualifications in their application may be considered for admission based on prior education gained through personal and professional experience such as training that may take place at work, at home, or in personal time and if it is measurable and relevant to the course, candidates may complete the SAPE.

8.5.2 Applicants who provide a BTEC Level 3 (90 credits) or equivalent in the relevant subject may be exempt from completing a SAPE.

8.5.3 Applicants applying to a programme awarded by Bath Spa University are not required to complete the SAPE assessment. Instead, as part of the admissions process, these applicants must complete an APEL (Accreditation of Prior Experiential Learning) form in accordance with Bath Spa University's requirements.

8.5.4 For more information related to the APEL process, please refer to Section 6 of Bath Spa University's Accreditation of Prior Learning Policy.

8.6 Academic Interview

8.6.1 Academic Interviews are conducted by an appropriate academic of the programme applied for. During the interview, the information contained in the application is considered such as the application form detailing the applicant's experience and personal statement.

8.6.2 Applicants must demonstrate that they have the necessary skills to successfully complete the course. Interviews assess candidates based on their communication skills, motivation, suitability for the chosen program of study, commitment and self-discipline and evidence of knowledge and understanding of the subject area.

8.6.3 The academic interviewer may further request additional interviews for the applicant with a more senior academic staff member, senior admissions officer, or the student support department.

8.6.4 No application will be deemed complete until all steps of the Admissions process have been completed.

8.6.5 Applicants are expected to be actively involved in the admissions process and may have various application deadlines. An application may be terminated if the applicant misses key deadlines or does not give timely responses to communications from the Admissions team. In this event, the applicant will be notified in writing if they have been withdrawn from the application process; this communication will give the reason for withdrawal, information about appealing the decision and any options for reapplying to the next intake.

9 Equality of Opportunities and Widening Access

Applicants may be required to undertake additional interviews. The additional interviews are explained below:

9.1 Assessing applicants with Disabilities and Special Educational Needs (SEN)

9.1.1 FSB welcomes applications from all disabled applicants, those with specific learning difficulties and special needs.

9.1.2 Early disclosure permits the School to offer prospective students suitable and reasonable adjustments during the admissions process and from the outset of their studies. This can be done on the School's application form, during the academic interview, or verbally to a member of the School staff.

9.1.3 All prospective students who have disclosed a disability or special educational need (SEN) will be invited to attend an interview with a Wellbeing Officer to discuss the nature of the disability or special educational need (SEN).

9.1.4 All prospective students who declare a disability or special educational need (SEN) will be advised of the support available to them via Student Support, including the process for applying for Disabled Students' Allowances.

9.1.5 Applicants must provide appropriate evidence from an accredited body or medical professional confirming the nature of the identified need.

9.1.6 Applicants unable to retrieve the required medical evidence from their GP or medical professional can complete a consent to access form. This enables the School to contact the applicants' GP or medical professional on their behalf. The consent to access form is available upon request from the Admissions Office and can be emailed electronically if required.

9.1.7 If an applicant is at a disadvantage because the School cannot meet certain application requirements or is forced to apply at the expense of the learning experience, the School will promptly notify the applicant as soon as the situation becomes apparent.

9.2 Applicants with Criminal Convictions

9.2.1 A prior conviction does not necessarily preclude admission to study at FSB, and we are committed to upholding the *Offender Rehabilitation Act (1974).* Applications to study at FSB where a criminal conviction has been disclosed will be considered with due regard to the nature of the offence and the risk it poses to FSB's academic community, as well as any requirements imposed by the awarding body.

9.2.2 FSB must take into account all convictions, including warnings, reprimands, and cautions, for applicants who are applying for a programme that requires an Enhanced Disclosure and Barring Service (DBS).

9.2.3 For those applying for other courses that do not require a DBS check, FSB will solely request disclosure of *relevant unspent convictions* that could endanger the health and safety of other students or FSB employees. Relevant unspent convictions in this case, whether they were obtained in the UK or elsewhere, are associated with:

- Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm.
- Sexual offences, including those listed in the Sexual Offences Act 2003.
- The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking (drug offences only involving possession are not relevant offences).
- Offences involving firearms.
- Offences involving arson.
- Offences involving terrorism.

9.2.4 Applicants must declare their previous criminal history on the School's application form. FSB reserves the right to deny admission to an applicant if the applicant has a criminal record that may endanger the safety of students and staff.

9.2.5 Applicants must provide full details of their criminal history upon request, after which they will be invited for an interview with the Senior Admissions Officer and/or Admissions Manager.

9.2.6 Depending on the nature of the applicant's criminal history, applicants may be asked to provide a reference from their previous/current employer, probation worker, or an individual in good standing.

9.2.7 After the interview, the application will be reviewed by the Admissions Panel to assess the risk to other students, to staff, and to School property.

9.2.8 Applicants may be expelled from the School without prior notice if it is later found that the applicant has not declared any criminal history which they should have.

9.2.9 FSB retains the right to refuse entry to any applicant with a previous criminal conviction which may jeopardise the security, safety, or reputation of FSB or the awarding body.

9.3 Access and Participation

9.3.1 FSB and its awarding bodies are committed to promoting fair access to higher education and working to improve the participation of groups of people statistically underrepresented in UK graduate populations. This commitment is enshrined within our Access and Participation Statement, which can be read on FSB's website.

9.3.2 FSB positively encourages applications from applicants from a diverse range of backgrounds, experience and ages, including those with disabilities. The School ensures that applicants participate in a fair and equal process for selection, regardless of gender, sexual orientation, race, ethnic origin, age, disability, religious beliefs, or personal economic circumstances.

9.3.3 FSB, as a community-focused learning provider. Our typical student demographic comprises mature learners from black and minority ethnic backgrounds who are returning to education, and who may need support in developing 'academic readiness' for HE. FSB specialises in the development of fair recruitment processes and reliable admissions screening for non-standard entry, suited to this demographic.

9.3.4 FSB works with awarding bodies that have approved Access and Participation Plans in place with the Office for Students (the Higher Education Regulatory Body for England). Where courses are delivered under franchise-validation arrangements, FSB works with its awarding bodies to ensure the fulfilment of their A&P Plans.

9.4 Applicants under 18

9.4.1 FSB does not operate a minimum or maximum age requirement for its courses and it does not discriminate on the grounds of age. Applications to study at FSB are assessed on merit. Applicants who would be under the age of 18 when they enter a course must be able to demonstrate relevant qualifications to meet entry requirements, academic potential and the necessary personal skills to succeed on our courses.

9.4.2 Under UK law, individuals under the age of 18 are considered to be children. However, study at FSB takes place within an adult learning environment, and FSB is unable to assume the rights, responsibilities, or duties ordinarily held by a parent or legal guardian. FSB does not act in loco parentis and will not assume parental responsibility for students who are under the age of 18.

9.4.3 All students are expected to engage with their studies as independent and mature individuals. Applicants who commence their course while under the age of 18 must understand that they will be studying within an adult environment and that certain activities, facilities, or aspects of student life may be subject to limitations until they reach the age of 18.

9.4.4 Applicants who would be under the age of 18 when they enter the course will be required to provide parental consent and to prove they have guardianship in the UK. If a student's parent does not reside in the UK, they will need to appoint a UK Guardian. Whilst under the age of 18, parents and UK Guardians hold responsibility for the student until they reach the age of 18. No student will be permitted to register onto a course at FSB without parental/guardian consent being provided.

9.4.5 FSB remains committed to providing an appropriate and supportive learning environment for all students and will ensure that any necessary safeguarding measures are considered in accordance with relevant legislation and institutional policies.

9.5 Distance Restrictions and Travel Arrangements

9.5.1 To ensure applicants are able to fully engage with their studies and campus-based activities, all applicants applying to study at FSB are expected to reside within a 50-mile radius of their chosen campus.

9.5.2 Applicants whose primary residence is located more than 50 miles from the campus will be required to complete a Travel Form as part of the admissions process.

9.5.3 This form must outline the applicant's intended travel arrangements, their awareness of the financial constraints and demonstrate that they can reliably and consistently attend scheduled classes and academic commitments.

9.5.4 FSB operates multiple campuses across the UK. If an applicant resides closer to a different FSB campus than the one originally selected, they will normally be signposted to apply to the nearer location. This is to ensure accessibility, support academic success, and uphold the integrity of our attendance expectations.

9.5.5 FSB reserves the right to request additional supporting evidence or decline an application where travel arrangements are deemed impractical or unsustainable.

9.5.6 Applicants applying for a degree awarded by Bath Spa University who reside further than 90 minutes away must complete a Bath Spa University consent form.

9.6 Applicants from Multiple Occupancies

9.6.1 To uphold the integrity of the admissions process and to mitigate risks associated with fraudulent or coordinated applications, FSB may limit the number of applicants accepted from a single residential address within a given intake.

9.6.2 Each application will continue to be assessed on its individual merit; however, where multiple applications originate from the same address, additional checks may be conducted.

9.6.3 Where concerns arise, applicants may be asked to provide further supporting information. In some cases, applications may be declined if the circumstances do not align with FSB's admissions standards or raise compliance concerns.

10 Consideration and Approval of Applications

10.1 Fairfield School of Business (FSB) is committed to operating a fair, transparent, reliable, and inclusive admissions process that enables applicants to make informed decisions and ensures that admissions decisions are made consistently and without

discrimination, in accordance with the principles of the *UK Quality Code for Higher Education – Advice and Guidance: Admissions, Recruitment and Widening Access*[4]. Applicants who disclose a disability or special educational need (SEN) and/or a criminal conviction will be referred to the Admissions Panel for consideration.

10.2 Applications to programmes delivered under franchise arrangements will be issued with a conditional offer, subject to final approval by the relevant awarding body. Following acceptance of the conditional offer by the applicant, FSB will submit the application, together with all required supporting documentation, to the relevant awarding partner via its admissions portal. The awarding partner will review the application and will make the final decision regarding admission to the programme.

10.3 Where the relevant awarding partner approves the application, FSB will confirm the applicant's place on the programme. If, for any reason, the awarding partner does not approve the application or declines admission, FSB will withdraw the conditional offer. The applicant will be notified of the outcome and, where appropriate, may be advised of alternative programmes or available options.

10.4 In circumstances where a programme is full, a waiting list is in operation, or a programme is closed for any reason, applicants will be notified at the earliest opportunity and, where feasible, offered advice on suitable alternative programmes.

10.5 If the application is deemed unsuccessful, applicants can appeal the decision (see section 14.5 for Appeals)

10.6 Acceptance of an Offer

10.6.1 Applicants can accept their offer by logging into their online application. Applicants are required to complete four steps when accepting an offer:

i. Funding Section
ii. Select Timetable
iii. Agree to the Student Enrolment Terms and Conditions
iv. Complete the Admissions Satisfaction Survey

10.6.2 Accepted applicants will receive an offer sent which is published on their online application. The offer letter contains important information such as:

i. Duration of course
ii. Awarding body
iii. Code ID and title of course

[4] https://www.qaa.ac.uk/docs/qaa/quality-code/advice-and-guidance-admissions-recruitment-and-widening-access.pdf?sfvrsn=3628c181_9

iv. Duration of the course
v. Awarding body
vi. Course start and end dates
vii. Total tuition fees for the course
viii. Duration of validity of offer
ix. Student Enrolment Terms and Conditions
x. Privacy Notice

10.6.3 Once all steps have been completed, the applicant is deemed to have accepted their offer. The Admissions team will provide information on the enrolment and induction process the student must attend to formally begin their studies.

10.6.4 Applicants have the right to cancel their acceptance of the offer any time up to 14 days after the course start date. If the applicant cancels within this period, they will not be bound to the Enrolment Terms and Conditions.

10.6.5 Places for FSB's programmes are limited and offers cannot be made to every applicant that meets our typical entry requirements. If an offer cannot be made due to the capacity being full, the applicant is notified in writing and offered an alternative program (if available).

10.6.6 It is the responsibility of the applicant to provide full and accurate information as part of the admissions process and to notify the School of any changes or corrections to their original applications.

10.6.7 Applicants are required to accept their offer within 14 days of the offer issue date. Applicants that fail to accept their offer will be deemed as cancelled.

10.6.8 The Head of Admissions manages the fairness and consistency of offer making.

10.6.9 If FSB intends to deny an application, the applicant will explain the reason for the denial, along with information about the appeals process and how to successfully reapply in the future. (See 14.5 for appeals).

10.6.10 FSB offers its programmes as part of a franchise partnership with the awarding body. Applicants are expected to fulfil all the admissions requirements prescribed by the awarding university. All offers issued by FSB are conditional and subject to final approval from the awarding university. If the awarding university deems an application unsuccessful, FSB will have to cancel the conditional offer. This can still take place even after the applicant has accepted the offer.

11 Student Induction

11.1 FSB will offer an inclusive and suitable induction to all new students as a part of their formal enrolment onto the School's programmes.

11.2 The purpose of School's induction is primarily to:

i. To prepare students for rigorous study and to adjust to academic life
ii. Introducing the School campus layout, facilities, support services, and virtual learning environment.
iii. To provide students with the information and resources they need to begin learning (e.g. reference books and timetables),
iv. Formally introduce key staff to students.
v. To provide students with their FSB Student ID Card.

11.3 FSB generally informs students of the induction details at least 14 days prior to the date of induction, unless they are notified as soon as possible due to late enrolment in the program.

11.4 Students enrolling on a franchised/validated course under a collaborative partner will be asked to complete the university/school's enrolment/registration form which is then forwarded to the relevant partner.

11.5 New students must attend FSB's induction day. (In case the student misses the induction day or time slot, one to one induction may be provided on arrival as part of the registration process).

11.6 FSB reserves the right to cancel and withdraw any application if the student does not attend the induction and there is no formal communication with the Admission Team. More information about student inductions is given in the Student Induction Policy.

More information about induction is given in our Induction Policy.

12 The Assessment of Advanced Standing and Direct Entry

12.1 Applicants who have previously completed a qualification at level 4 or 5 or who can demonstrate relevant experience may be eligible to start a programme at a different entry point.

12.2 Applicants wishing to apply for advanced standing must provide original transcripts and proof of previous education with their application. Applicants who are eligible for advanced standing with specific credits will be notified after deliberation by the Admissions Panel and in consultation with the awarding body.

12.3 Applicants will be required to submit all required documents set out in section 6.10 and complete the academic interview.

12.4 Depending on the nature of the applicant's prior learning or qualifications, the Admissions Team may require the applicant to undertake an English Language assessment as part of the admissions process. In such cases, this would be communicated to the applicant.

12.5 More information regarding the assessment of advanced standing and direct entry can be found on the School's website: https://fsb.ac.uk/how-to-apply

13 Re-applications from previously registered students

13.1 FSB understands that some applicants may wish to interrupt their studies due to personal reasons or unforeseen circumstances.

13.2 The Readmission Process applies to former FSB students who were previously enrolled on a course and have requested permission to be readmitted to study.

13.3 This process applies only to students who previously withdrew from a course or were withdrawn by the School.

13.4 Students are required to provide documentary evidence to explain why they were unable to complete their previous course, and their activity since leaving the School.

13.5 Applying for Re-admission can be done by completing the Readmission form which can be found on the FSB website https://fsb.ac.uk/readmission-process.

13.6 Former students wishing to apply for Readmission are encouraged to complete the Readmission form one month before the start date of their new chosen course. Any applications submitted after this time may not be processed in time.

13.7 Former students who have been approved by the Readmission Panel will be required to re-apply as a new student and follow the standard admissions process and meet any conditions outlined by the Readmission Panel, if any.

13.8 Former students that have been deemed unsuccessful for Readmission would not be able to re-apply at FSB for any future cohorts or appeal against the decision of the Readmission Panel.

13.9 If an applicant has had previous study terminated, or was in poor academic standing at the point of their withdrawal, the School reserves the right to not consider their application to any programme of study.

14 Feedback, Appeals and Complaints

14.1 FSB is committed to providing a fair, transparent and consistent procedure for handling feedback, appeals and complaints which is accessible to all applicants. However, we acknowledge that there may be cases where you are dissatisfied with the admissions process.

14. 2 Informal Complaint Procedure as an Applicant

14.2. 1 FSB is devoted to solving admission queries fast and informally. Firstly, the applicant must discuss their complaint informally with the Admissions Officer. If the applicant is unsatisfied, then the formal complaints and appeals process will apply.

14.2.2 Applicants should, in the first instance, seek to resolve their complaint informally by raising it with a member of the Admissions Team. Wherever possible, the complaint should be raised with the member of staff who processed the applicant's application, unless the complaint relates to that individual. Where the complaint concerns the member of staff who processed the application, the applicant should raise the matter with an appropriate Admissions Officer instead.

14.2.3 Applicants should normally raise the matter within 10 working days of the action.

14. 3 Formal Complaint Procedure as an Applicant

14.3.1 If the complaint is not resolved to the satisfaction of the applicant through this informal means with the Admissions Officer, the complainant should by all means submit the Admissions complaint form which be made on the School's website: https://fsb.ac.uk/appeal-complaints

14.3.2 Applicants making a complaint, as well as individuals who are the subject of a complaint, can expect the matter to be handled sensitively and confidentially throughout the complaints process.

14.3.3 However, it may be necessary to share relevant information with appropriate individuals or departments in order to investigate and resolve the complaint effectively. Where such disclosure is necessary, the parties concerned will be informed, where appropriate, of the information being shared and the reasons for the disclosure.

14.3.4 The complaint form should be completed and submitted correctly and should include copies of all previous correspondence; and explain why the applicant remains dissatisfied and the intended outcome.

14.3.5 The Senior Admissions Officer shall investigate the complaint with relevant staff, if it is deemed necessary, and reply within 10 working days.

14.3.6 If the applicant continues to be dissatisfied with the Senior Admissions Officers' response, the applicant may then write to the Head of Admissions. The Principal will be made aware of complaints escalated to this level.

14.3.7 The response from the Head of Admissions is considered final.

14.3.8 Complaints must only be made by applicants, except in special circumstances.

14.3.9 If the complaint procedure is not followed correctly by the complainant, the complaint may be considered inadmissible.

14.3.10 The complaints procedure cannot be used to appeal against the outcome of an application (See 14.5 for appeals).

NB: the Admission complaints procedure is distinct form the Student Complaints Procedure.

14.4 Making a complaint as an Enrolled Student

14.4.1. FSB is a member of the Office of the Independent Adjudicator for Higher Education (OIA), an independent body that provides a review service for eligible complaints relating to higher education providers.

14.4.2. The OIA generally considers complaints submitted by students who are, or have been, enrolled with a higher education provider and who have completed the provider's internal complaints procedures. Applicants should therefore be aware that complaints relating specifically to the admissions process fall outside the OIA's remit.

14.4.3. Applicants wishing to raise a complaint regarding an admissions decision or the admissions process should follow the FSB's internal Admissions Appeals and Complaints Procedure. FSB will consider and respond to such complaints in accordance with the appeals and complaints procedure specified above.

14.4.4. Where an applicant subsequently becomes an enrolled student and wishes to raise a matter relating to their student experience, they may make a complaint following the Student Complaints Procedure which can be found here: https://fsb.ac.uk/school-policies/

14.4.5. Where a student has completed the FSB's internal complaints process and remains dissatisfied with the outcome, they may, subject to the OIA's eligibility requirements, refer the matter to the OIA for independent review. Information about the

OIA, including eligibility criteria and how to make a complaint, is available at: www.oiahe.org.uk.

14.4.6. Please note that the Office of the Independent Adjudicator (OIA) cannot consider complaints about admissions. Complaints from applicants will be considered in accordance with FSB's Admissions Appeals and Complaints procedure outlined in 14.3.

14. 5 Making an appeal on a rejected application

14.5.1 Where an application has been rejected, the applicant may appeal in writing to the Admissions Panel.

14.5.2 Applicants can submit an appeal by completing the Admissions Appeal Form available on the School website: https://fsb.ac.uk/appeal-complaints

14.5.3 Applicants must appeal within 20 business days of receiving a decision on their application. The Admissions Panel will consider an appeal if the applicant proves that:

i. In case of a dispute between the published admission criteria and the admission decision,

ii. Administrative or procedural errors when processing the application,

iii. Emergence of information that may have influenced the decision and was not available at the time of the initial decision or was provided by the applicant but was not considered by FSB,

iv. FSB has not followed its normal procedures (as outlined in this policy), or applied them fairly, and this has had a material impact on the decision of refusal.

14.5.4 The Admissions Panel responds to the applicant`s appeal in writing, usually within 10 business days. If a response is delayed, the applicant will be notified of the reason for the delay.

14.5.5 The applicant is notified of the appeals process when the outcome of their application was published.

14.5.6 If the appeal is granted, the response will be communicated to the applicant and will indicate the results of the School's application review.

14.5.7 The decision of the Admissions Panel is final.

NB: the Admission appeals procedure is distinct form the Student Appeals Procedure.

14. 6 Requesting feedback on a rejected application

14.6.1 The Feedback procedure has been designed in accordance with the UK Quality Code.

14.6.2 All FSB applicants should expect and receive fair and equitable treatment from all FSB employees in the application and registration process.

14.6.3 Decision-making will be fair and transparent and applicants have the right to receive detailed decision feedback on their application upon request by emailing admissions@fairfield.ac

14.6.4 The applicant is required to request feedback on a rejected application within 10 working days of the School's communication of the unsuccessful application.

14.6.5 The Admissions Manager will provide general feedback to the applicant within 10 working days from the date of the request.

15 False Information

15.1 FSB reserves the right to withdraw or reject any application found to contain misleading or false information. This information may also be shared with the external patrons for further investigation and may result in the application being withdrawn entirely.

15.2 FSB will take responsible steps to check that documents provided by the applicant are genuine documents; they do not contain any obvious alterations; and they relate to the applicant. Where there are any doubts about the authenticity of the documents further checks will be made through the issuing authority. Evidence of further checks will be placed on the applicant's file.

15.3 Applicants are expected to provide accurate, complete and truthful information throughout the admissions process and to notify FSB promptly if any information previously submitted becomes inaccurate or requires clarification. Applicants must not knowingly provide false, misleading, altered or fraudulent documentation.

15.4 Applicants must cooperate fully with reasonable requests for additional information, clarification or verification. Failure to provide requested information within a reasonable timeframe may result in the application being placed on hold or being withdrawn where FSB is unable to satisfactorily establish the applicant's eligibility or the authenticity of the information provided.

15.2 Where an application is found to contain fraudulent, falsified, altered or materially misleading information, FSB may reject or withdraw the application and, where appropriate, withdraw any offer that has already been made. Where an applicant has

already enrolled, the matter may be referred for consideration under the relevant student conduct, academic or disciplinary procedures, where applicable.

16 Review and Update

16.1 Responsibility for reviewing and evaluating the effectiveness of the Student Admissions and Recruitment Policy resides with the Academic Board. Updates to this policy will be coordinated by the Head of Admissions, all revisions and amendments will be reviewed by the School's Executive Committee and ratified by its Board of Governors.

Document governance

Document owner*	**Head of Admissions**
Consulted parties**	Vice Principal, Quality Manager, Programme Managers
Next update due	September 2027
Classification	**Public** – anyone can view this document

**Responsible for updates to this content.*
*** To be consulted on updates to this content.*

Versions

Version no.	Description of Changes	Approved by	Date
1.0 - 8.5	Original versions and subsequent updates	Executive Committee	Sep 2016 - Sep 2018
9.0 – 9.1	Amendments to document structure and guiding principles to align with Revised UK Quality Code for Higher Education and to reflect procedural changes effective form 2019.	Board of Governors	Sep 2019
9.2 – 9.3	Minor amendments to student consultation process and SAPE information. Clarification of grounds for appealing refusal of admission	Board of Governors	May 2020
9.4	Annual review and update. Clarification on role of re-admission panel added.	Board of Governors	Oct 2020
10.0	Substantial re-write to all sections and review of general principles of admission. New formatting style applied	Board of Governors	Oct 2022
10.1-10.2	Annual review and minor updates	Board of Governors	Nov 2023 Sep 2024
10.3	Procedural updates and removal of obsolete content.	Board of Governors	July 2025
10.4	Minor update to 7.9. clarifies the primacy of university regulations and procedures for considering criminal convictions.	Board of Governors	Nov 2025

10.5	Clarification on the roles and responsibilities of the admission and readmission panel. Updates to partner university entry requirements.	Board of Governors (C.A)	Oct 2026

