



**Higher Level 4/5 Admissions Policy and
Procedures
2024-25**

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1. Introduction

- a. Bolton College recognises that applying for a Higher Level 4/5 course can be daunting and therefore, this policy has been developed to provide clear guidance on the College's Higher Level 4/5 admission process for applicants and staff.
- b. This Policy relates to all Higher Level 4 Courses delivered by the College.
- c. Bolton College is committed to providing a high-quality service to all our applicants that is welcoming, efficient and fair.
- d.

3. Application Process – New Learners

- a) Applicants will be expected to apply online and create a Bolton College Learner Hub Account. Support to do this is available from our Admissions Team via our livechat service (available on all our website pages).
- b) All applications received are recorded within EBS by the Admissions Team.
- c) Where an application is made with insufficient prior qualification information provided or, if the information provided indicates that the relevant prior qualifications have not been gained, the tutor may decide to contact the applicant to request an interview. **Note: The college reserves the right to conduct interviews/admissions online should this be necessary in event of any future Covid Lockdown or other relevant reason.**
- d) The applicant will receive immediate verbal feedback at the end of the interview (unless references or further information is required before a final decision can be made).
- e) Email confirmation of the interview outcome will be sent by the Admissions Team (where an offer has been made in Term 3, instructions on how to complete enrolment will be included. See Appendix 2) within 10 working days of the decision being made.
- f) The Admissions Team may inform the individual that their application cannot be progressed further at that time (Appendix 1)
- g) Where an offer is made to an applicant who has indicated additional needs, a member of the Learner Support Team may contact the

Appendix 2: Offer Email

Dear [Insert first name]

Congratulations

We are delighted to confirm your offer of a place on our [Course Name] course.

Your next step is to complete your enrolment online and I have provided details of how to do this below. Once you have followed the process we will send you confirmation of your place

Please note: The health and safety of our learners and staff is very important to us and if there was another situation, related to the coronavirus outbreak, there may be an emphasis on study outside the classroom during the [insert the year] academic year. The proportion of these hours will depend on the individual qualification(s) being undertaken. You must do the work set during directed study or it will impact your progress on the course and therefore your achievement.

If you need to ask any questions about your course please do not hesitate to reply to this email.

You are entitled to a 14 day “cooling off” period from the start date of this course. If you wish to withdraw from the course within the 14 days you are eligible to a full refund of fees paid. Our full refund policy can be found on our website [Bolton College Key Policies](#)

Instructions on how to complete your enrolment for 2024/2025

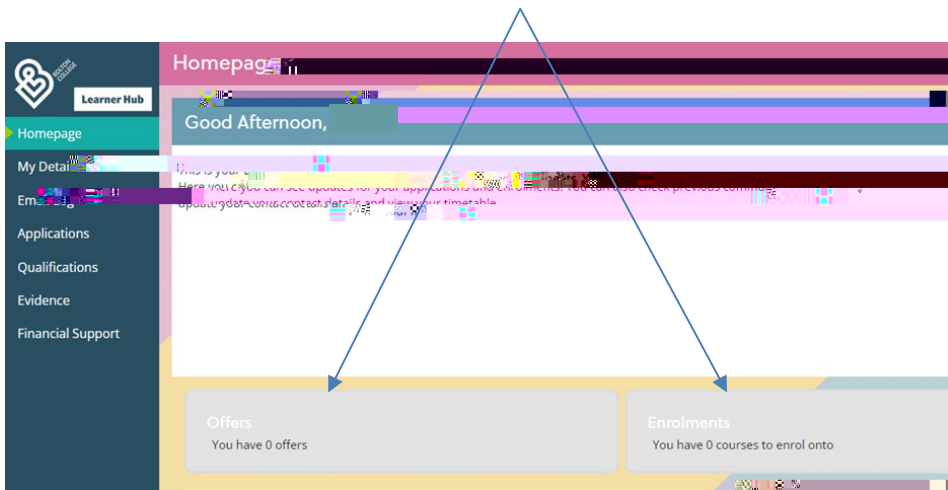
- Your national insurance number
- If you pay for your course - your credit or debit card. If you wish to pay by instalments you will need your credit or debit card (to pay your first instalment) and your bank details to set up your monthly payments.
- If your employer is paying for your course – a letter confirming this on letter headed paper (to be uploaded as ‘evidence’ of why you are not making a payment).
- If you plan to use an Advanced Learner Loan to pay for your course - you do not need your Loan confirmation letter but you will be asked to fill in a declaration form as part of your enrolment.

You can access our information page that explains about Advanced Learner loans and how to apply for the Loan online here: [Financial Support - Advanced Learner Loans](#)

1. Type this link into your web browser: <https://applications.boltoncollege.ac.uk> (please don't use Explorer for this as it may not work)

2. Log in to your Learner Hub Account using your username – [Network User ID] We have a ‘forgotten password’ service if you don't remember or don't know your password. The password reset email will go to this account [Personal Email]

3. Once in your account, look at the Grey boxes, these show your offers and what you need to enrol on. Click on the link and follow the instructions.



If you experience any problems completing your enrolment, please contact a member of our Learner Data Team via our livechat service which is available from any of the screens in your Learner Hub account.

We endeavour to staff these services from 9am – 4pm, Monday to Friday.

If your Learner Hub account is showing the wrong contact details you can update your email address and phone number yourself.

If you need to change your home address please email your new details to ldteam@boltoncc.ac.uk Please include your full name and your College ID number - **Person Code** - in your message.

Yours sincerely

Admissions and Enquiries Team

Appendix 4



Appealing against a rejection decision for a Higher Level 4/5 course

If you are not satisfied with the reasons given for rejection of a place on your chosen course, then please **complete the form and return within 10 working days of receiving the rejection letter.** Please complete all sections of the appeals form and return to:

Bolton College
HE Academic Quality Leader
Deane Road
Bolton
BL3 5BG
Tel: 01024 482017
jill.hebden@boltoncc.ac.uk

Print Name:	
Print Address:	
Print Full title of course name applied for:	
Please state what reasons were given for rejection in the letter of rejection:	

Reasons for appeal. Please give reasons as to why you should not have been rejected from admittance to the course.

Please use more paper if you need to.

Please include any more information in support of your appeal. (For example, a letter from someone who is supporting you in your appeal).

Please use more paper if you need to.

Appendix 5

Staff Procedures for Appeals against rejection decision for Higher Level 4/5 course

1. Tutor informs and sends reasons of rejection to Admissions Team
2. Admissions Team sends letter of rejection to applicant and includes information on how the applicant can appeal and the timescale for appealing. Timescale must be within 10 working days of receiving letter
3. Applicant completes appeal against decision form and sends to HE Academic Quality Leader.
4. HE Academic Quality Leader or Assistant Principal of Curriculum and Quality

Appendix 6

Extract from the Advanced Learning Loan Self Declaration Form

Financial Statement

By enrolling on this course, **you** are agreeing to a legally binding agreement with the College and specifically acknowledge that you are: -

Accepting liability for the payment to Bolton College of the full course fees and ancillary charges in any event, including if should you fail to make an application to the Student Loans Company or if your application to the Student Loans Company is not approved;

Accepting liability to reimburse the College for any shortfall between the course fee and ancillary charges levied by the College and those course fees and ancillary charges which are paid on your behalf by the Student Loans Company;

Accepting liability for the payment of any balance of course fees and ancillary charges should the Student Loans Company withdraw its loan offer to you or cease to fund your learning directly to the College for any reason whatsoever (including if you fail to complete the course).

If any of the above apply or the College fails to receive payment in full for any other reason, you acknowledge that you are liable for the College's fees and any additional fees incurred in recovering such amounts from you. You specifically and irrevocably authorise the College to retain any monies it receives from the Student Loans Company in satisfaction of its course fees and ancillary charges. These provisions apply whether you complete the course or not.