

Loughborough College

International Student Recruitment

Policy and Procedure

1. Scope and Purpose

Loughborough College aims to recruit genuine international students who are academically and financially capable of completing their course of study and who will benefit from studying at Loughborough College. The College expects that students will fully comply with the terms of their immigration permission, whether on the Student Visa route or any other acceptable visa category.

2. Policy Statement

Loughborough College has an inclusive culture and will ensure that all applications are dealt with individually and are considered fairly in line with the College's Equality and Diversity Policy and Equal Opportunities legislation.

The College has strong links with local authorities and complies with current SEND (Special Educational Needs and Disabilities) legislation to ensure best endeavours are applied throughout a learner's journey. Reasonable adjustments will be made at any stage of the recruitment process to ensure equality of access for all. These reasonable adjustments may be necessary at various stages, including advertisement, information, invitation, open day, interview, and enrolment.

3. Impact Assessments

3.1. This policy/procedure has been assessed for its impact on equal opportunities. It will be informed by the aim to eliminate all forms of discrimination in all strands of the equal opportunities' legislation.

3.2. This policy/procedure has been assessed for potential risk to data subjects due to the processing of personally identifiable information. All processing has been reviewed and is in line with all current Data protection laws and appropriate safeguards implemented to ensure that the policy has privacy by design as its underlying approach.

4. Policy/Procedure

Applications may be submitted directly to the College by the individual student, via UCAS, or through an approved educational agent. Regardless of the application route, applicants will be assessed on their merits based on academic suitability, English Language ability, intention to complete the course, and UK immigration history where appropriate.

General Admissions Procedures

International applications can be submitted using the College's online international application form at: <https://www.loucoll.ac.uk/apply/international> or via UCAS. The following documents are needed to support the application:

- All relevant academic documents (certificates if qualification is complete or most recent academic transcript for pending qualifications) and certified translation(s) if necessary.
- English Language test results in accordance with the UKVI SELT list at: <https://www.gov.uk/guidance/prove-your-english-language-abilities-with-a-secure-english-language-test-selt#find-an-approved-test>.
- Passport and any previous UK visas, plus associated CAS Statement(s) for any previous Tier 4 / Student visa(s) and details of any previous UK visa refusals.

Once an application is received, it will be logged on ProSolution (the College's student records system). A unique folder will be set up in the secure *Admissions* area of the *International Student Records* folder (file name: *SURNAME First Name Student Number*). A copy of the application form will also be saved in the student's file, along with a copy of all supporting documents and any correspondence relating to the application.

The International Office will verify qualifications wherever possible, for example, by using the IELTS TRF verification service, requesting that IB results be referred to the College via the relevant official IBO website, or verifying WAEC results on the WAEC Direct website.

Where there is a significant gap between the applicant's last course of study and proposed start date at Loughborough College, the applicant will be expected to explain, in the form of a personal statement, explaining what they have been doing since leaving full-time education and explain why they intend to study on their preferred course at Loughborough College. A personal statement will also be requested if there appears to be a change in the direction of study (for example, a previous study has related to the sciences, but the applicant is now applying for a business course). If there are any concerns that the applicant may not be a genuine student, their application will be logged and rejected.

If an offer is made, an offer letter will be issued by email to the student (or their designated representative), as a secure pdf, along with a copy of the following documents:

- International Tuition Fees - Terms and Conditions;

Document: International Recruitment Policy
Applicable to: Learners/Staff
Approved by: VP Learner Experience
Accessible to: Learners/Staff/Public

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Version 1.0

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- Acceptance Form (including Parental Consent for under 18s);
- Care of Under 18s information (where relevant);
- Guidance for Student Visa Applicants.

The offer letter will request a tuition fee deposit of £2,000 (or the full course fee if the total amount is less than £2,000) once all conditions have been met, and the applicant, therefore, holds an unconditional offer of a place. A copy of the letter will be retained on file. Upon receipt of a deposit, the student will be emailed a copy of their receipt.

During the CAS issuing period, a daily report will be run by the International Office to identify any deposits that have been received. If the student holds an unconditional offer and their course is due to start in three months or less, their CAS will be assigned. A CAS Statement will be issued, along with information about credibility interviews, the visa application process, and working while in the UK on a Student Visa, including working as a professional sportsperson.

A copy of the CAS Statement will be retained on file. The exception will be where a deposit is received and the student's course is due to start in more than three months. In that case, a reminder will be scheduled in Outlook to assign their CAS three months before the course start date to avoid students applying for their Student Visa too early and the application being rejected.

Prior to the CAS being assigned, a CAS Checklist will be completed and saved to the student's file. A Bank Statement Checklist will also be completed and saved to the student's file for students who are required to submit financial evidence in support of their visa application.

A visa letter will be sent as a secure pdf for students joining short courses and applying via the Visitor or Short-Term Study visa routes.

Pre-Arrival information will be sent to students before they travel to the UK, including information on travelling to the UK and more about their course and the enrolment and induction procedures.

Students who do not meet the entry requirements and are not made an offer, or who decline their offer, will be rejected/ withdrawn on Pro Solution and their file will be moved to the *Withdrawals* folder.

A periodic report is produced and circulated to members of the International Office and senior management, summarising the number of applications received and their status, i.e., whether offered, rejected, or on hold.

Enrolment Process

All new international students must report to the International Office or designated international induction session on their first day with the following documents:

- Passport and visa / BRP card
- Original academic and English Language certificates
- Offer letter

They will complete the following forms:

Document: International Recruitment Policy	3 of 6	Document Ref: SR-P004
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- Contact details / medical form*
- Once all of the required documentation has been completed and checked, students will be issued with a Programme Confirmation form*. Once signed by their tutor, confirming course information, the student will present this to the enrolment staff and formally register for their course.

Students returning for second and subsequent years will also be required to bring their passport and visa / BRP card and complete the above forms.

**Forms will be scanned at enrolment and retained on the Document Management System (accessible via ProSolution).*

International Office staff will log the following details on ProSolution:

- Visa type
- Visa validity dates
- Information relating to official sponsorship (e.g. overseas governments)

Reports will be generated from ProSolution to enable this data to be effectively managed and regularly monitored to ensure Student Sponsor compliance – for example, to ensure that there are no missing visa types.

The student's electronic file will then be moved from *Admissions* to the *Enrolments* section of *International Student Records*.

A copy of the student's passport and BRP will be scanned at the start of each academic year and held in their file.

Latest Date for Enrolment

This date is stated on each assigned CAS and is usually 19 days (i.e., three weeks less the final weekend) after the course start date, but may vary for different programmes. If the International Office receives notification that a student will be delayed, they may, at their discretion, extend this date via a sponsor note or report the student's CAS on the SMS.

Use of Agents/Partners

Loughborough College will use approved overseas and UK-based representatives to assist with recruitment which will involve marketing Loughborough College and its programmes overseas and helping students with their course and visa applications.

Where applications are attributable to the agent, the commission will be paid at 20% for the student's first year. Where an agent refers at least five students, a commission will be paid at 25% on the fifth referral and any subsequent students' tuition fees. The commission will also be payable at 20% on the first year of an academic programme of study.

The agency will submit commission invoices using the College's standard commission claim form. Student details will be checked on ProSolution, and the invoice will be forwarded to Finance for payment. Payment will not be made until all fees have been received in full. Particular delays may arise when students receive official financial sponsorship, and agents must be informed.

Selection of Agents/Partners

Loughborough College will use strict criteria to ensure that overseas representatives are appropriate based on their recruitment territory, ability to promote Loughborough College, and overall reliability. The College will endeavour to maintain manageable levels of overseas representatives per the Loughborough College International strategy.

Agents and Partners will be selected based on information about the company and references. Established agencies will be expected to provide the details of referees from two UK institutions, ideally, who are also Student Sponsors. New companies, agencies, or partners that are not established in the UK market may be accepted on the basis of references from relevant institutions in other countries or personal references.

The college recognises that high quality student recruitment agencies will be equally selective in their choice of educational institutes. Loughborough College staff will therefore aim to deal with agents and partners promptly and effectively, ensuring that a high level of customer service is maintained.

Agent/Partner Management

All agents and partners will be expected to possess and adhere to a valid and in date contract. Where new representatives approach the College, applications will be processed and offers made as appropriate, with commission paid on any students recruited during the pre-contract phase.

It is anticipated that a contract should be issued or declined within six months, beyond which applications will not be accepted. Severe breaches of the contract will result in the immediate termination of the representation agreement. Contract expiry dates will be monitored, and new contracts will be issued as appropriate.

Agents and partners will be supported by providing the appropriate marketing materials and updates about the College and other recruitment issues (e.g., immigration policy). According to the Loughborough College International strategy, the College will schedule overseas visits to agencies as appropriate.

Representative performance will be reviewed annually, and underperforming agents and partners will be contacted to discuss ways to improve student numbers. Incentives or rewards for excellent performance based on the number of learners recruited may be considered. Application source will be recorded on Pro Solution to facilitate monitoring.

Recruitment Visits

In addition to the role played by agents and partners, Loughborough College staff may travel overseas as appropriate. Visits will involve meeting with established agents and partners to refresh their awareness of the College's portfolio and attending recruitment fairs or other activities arranged by agents and partners – e.g., school/academy visits and/or selection trials.

Overseas visits will be evaluated individually and annually to ensure the optimum use of resources and maximise return on investment per the Loughborough College International strategy.

5. Location and Access to the Policy/Procedure

- SharePoint
- College Website

6. Persons Responsible for the Policy/Procedure

- Vice Principal – Learner Experience

7. Linked Policies and Procedures

- Attendance and Engagement policy
- Attendance and Engagement monitoring (International Students)
- Overseas Agent Agreement
- Equality and Diversity
- Data Protection Policy
- Procedure Fees Policy

8. Change log

Date	Version	Details of change	Review / Revision by	
			Name	Title
27/01/2023	0.1	Number used and draft started	David Robertson	Student Recruitment Manager
26/06/2023	1.0	Approved and moved to final document	David Robertson	Student Recruitment Manager