



STUDENT ADMISSIONS POLICY

MC Academy

Review

Reviewed: July 2024
Next Review: January 2025





Student Admissions Policy

1- Details for Candidates

- 1.1. MC Academy considers each application on an individual basis. All nationalities and students 16 years of age and over are welcome. Students have three options for applying:
 - they can come in and see us,
 - apply online through the school website,
 - apply by email at info@themcacademy.co.uk.
- 1.2. In addition to filling out an application, students must submit copies of their ID cards, passports, and visas (if applicable). Application forms are available on the MC website (www.themcacademy.co.uk), can be picked up in person from the college, or can be sent to the applicant via email.

2- The process of Evaluating an Application

- 1- MC Academy is dedicated to provide an impartial, open and transparent admissions procedure.
- 2- Applicants are encouraged to share any medical conditions or specific learning requirements, allowing us to provide appropriate accommodations. Admission to the school may be declined if we determine that we cannot adequately support a student's needs based on medical considerations.
- 3- The school reserves the right to deny admission if we determine that we are unable to meet the academic needs of the student.
- 4- If we suspect that a student is not genuinely enrolled and may not comply with UKVI regulations, posing a risk to the school's integrity, we reserve the right to deny their acceptance.

3- The applicants' financial circumstances

- 1- Students who need a letter in order to apply for a 6 or 11-month short-term study visa must submit one of two things: 30% deposit payment or a letter of sponsorship. The letter of support should specify that the student will either study at MC Academy or receive funding to enrol in an English language course.
- 2- In the event that the student is self-funding, they are required to submit a 30% deposit of the total fees. The finance team will let you know if the money has been received before issuing a visa letter, thus the student or agent should provide proof that the payment has been made.
- 3- The student or agent should be informed that in order for any concerns to be resolved, such as making sure the right type of visa has been issued, they must keep us informed about the applicant's visa application and send us a scanned copy of the visa before the applicant arrives in the UK.



4- For Students Who Need **Residence**

What comes next in the process?

After receiving the proof of payment for the 30% course fee, we will generate the Visa Letter.

You must then confirm the outcome of your Visa application – whether it is approved or rejected.

- If the **Visa is declined**: The student is entitled to request a refund by submitting a formal request along with all pertinent official evidence (e.g., visa refusal letter) to validate their claim. Refunds are contingent upon a £200 administration fee for English language courses (£125 in admin fees + £75 in enrolment fees). It's important to note that refunds will be processed only to the same bank account from which the payment was originally received.
- If the **Visa is approved**: The student will be required to settle the remaining balance for both tuition and accommodation fees. To secure accommodation, we need to receive proof of **payment at least 2 weeks before the start date**. This allows our Accommodation officers ample time to identify the best housing options, ensuring you have an exceptional experience!

OR

For Students Who Need **Homestay**

What comes next in the process?

Upon receipt of the proof of payment for the 30% course fee, we will proceed to issue the Visa Letter.

Subsequently, you are required to confirm the outcome of your Visa application – whether it is approved or denied.

- If the **Visa is declined**: The student is entitled to request a refund by submitting a formal request along with all pertinent official evidence (e.g., visa refusal letter) to validate their claim. Refunds are contingent upon a £200 administration fee for English language courses (£125 in admin fees + £75 in enrolment fees). It's important to note that refunds will be processed only to the same bank account from which the payment was originally received.
- If the **Visa is approved**: The student will need to make payment for 4 weeks of accommodation and the associated booking fee (£ ... put the total here) to secure lodging in advance. We must receive proof of **this payment at least 2 weeks before the start date**. This timeline allows our Accommodation officers the necessary time to identify the optimal housing arrangements, ensuring a fantastic experience for you!

5- Starting a course at MC Academy

- 1- In order to enrol at MC Academy, students must be at the school by 9 a.m. on the day specified on their offer letter.



- 2- The original of their visa and passport or ID card should be brought. The original of the student's biometric residence permit should be brought as well, if they have been granted a 30-day vignette to enter the UK.
- 3- In addition to providing their present address, home address, and contact information in the UK, students are required to fill out a contact details form with the information for their next of kin and emergency contact. When the student arrives at the school, the staff member at the front desk will give them this form.
- 4- The first day of classes will involve a placement test for the students. The academic team may recommend that the student reschedule their course based on the test results. Naturally, we'll make every effort to provide the required course.
- 5- In addition to receiving comprehensive information on all school policies, such as the complaints process, safeguarding procedure, and health and safety policy, students will receive a thorough induction to the school.

6- Students under 18 years old

- 1- For pupils under the age of eighteen, additional guidelines are in effect. All children who enrol at MC Academy are subject to an increased responsibility of care from us. Every employee has received a thorough training on our safeguarding policy and is committed to upholding its principles.
- 2- Before the student arrives in the UK, the parent or guardian of a minor who is scheduled to register at MC Academy must fill out a Parental Consent Form. This and the offer letter for the student will be sent via email. Without this document, we are unable to admit the student to the school.
- 3- Students who decide to stay in accommodation that MC Academy arranges will be matched with a host family that meets their needs. Detailed assessments, such as a DBS check, risk assessments, and gas and fire safety checks, will have been performed on the family.
- 4- After the student is confirmed (either paid or arrives at the school), the admission team will send a "letter of acceptance under 18" to the student.