



Admissions Policy

2018

Contents

1. Admissions policy statement

2. Admissions requirements

- 2.1 International Foundation Programme (IFP)
- 2.2 English language courses
- 2.3 Teacher training and teacher refresher courses
- 2.4 General requirements for all courses

3. Further conditions

Please note: More information can be found in WE Bridge Academy's *Tier 4 and visa letters policy*, and its *Admissions, enrolment and documentation procedures*.

1. Admissions policy statement

WE Bridge Academy (the academy) is dedicated to the delivery of the best support and the development of its students; thus, it operates with the principal aim to bring success to all students of the academy irrespective of religious, racial and social backgrounds.

WE Bridge Academy offers several different types of courses. How the academy deals with entry into each course depends on the level and length of the intended course of study.

The minimum age that a student can be admitted into the academy is 16 years. The academy will consider the applications of all students provided that they are eligible for study in the UK, including those that require the academy to provide a Confirmation of Acceptance of studies (CAS) or a visa letter.

2. Admissions Requirements

2.1 International Foundation Programme (IFP)

WE Bridge Academy accepts students from many different countries all with differing qualifications. To ensure that students are at the appropriate level for study of the International Foundation Programme (IFP) and not at a disadvantage, admission onto the IFP is conditional on the following:

- The completion of Academic IELTS with an overall score of at least 4.5 with a minimum of 4.0 in each component, or equivalent, for September entry, and at least 5.5 overall with a minimum of 5.0 for each component, or equivalent, for January entry.
- Should a student require a Tier 4 visa for full time study of the IFP, WE Bridge Academy insists upon the completion of a SELT in the form of an Academic IELTS with an overall score of at least 4.5 with a minimum of 4.0 in each component for September entry, and at least 5.5 overall with a minimum of 5.0 for each component for January entry, irrespective of completion of any other language or preparatory course completed with academy. In addition, an intention to study interview to be conducted in person or online with the director of studies, or appropriate member of the senior management team.
- Evidence of the student's successful completion of their secondary school education. The student needs to have successfully completed all their high school education in their country (at least 12 years of school in total).
- In the case of doubt about an applicant's qualifications, reasonable steps will be taken to ensure that the applicant's qualifications are authentic, such as contacting the awarding body or the student's previous school for verification.
- For Tier 4 students, any IELTS certificate provided by students will be verified via the IELTS online verification system as part of the admissions process.
- International students having previously completed a course of study in the UK as a Tier 4 student will be expected to show progression of study in line with UKVI rules and requirements.

2.2 English language courses

For the purposes of the academy's English language courses the admissions policy considers students as two distinct groups: Tier 4 students and Non-Tier 4 students. The requirements for entry onto an English language course are:

Tier 4 students

- A secure English Language Test (SELT) in the form of IELTS or any of the approved qualifications on the UKVI's approved list, with an overall score appropriate to the level of study with the minimum acceptable level being CEFR level B1 (IELTS score of at least 4.5 overall with a minimum of 4.0 in each component). The academy will not accept any student who has not achieved the minimum level of English language proficiency required by the UKVI to study in the UK under the relevant Tier 4 category.
- An intention to study interview which will either be conducted in person or online with the director of studies, or appropriate member of the senior management team.

- By the end of the course, students will need to achieve a minimum qualification of CEFR level B2 in English and will sit at least one IELTS examination.

Non-Tier 4 students

- Students have the option of completing the online *Pre-arrival placement test* to help the academy assess a student's learning needs prior to arrival.
- Upon arrival at the academy, all students studying an English language course will be expected to complete a second placement test to place them onto the appropriate level course in the academy.

2.3 Teacher training and teacher refresher courses

The academy offers several courses that are aimed at professional clients.

- **Teacher refresher courses**

Participants should have a level of English of *at least CEFR level B1* and should provide all documents required for general admission.

- **Trinity Cert TESOL**

Participants should provide the following (which are in line with Trinity College London requirements): *Trinity Cert TESOL application form, copy of passport/ID, proof of level of education (minimum of A level or equivalent).*

Participants must also *attend an interview* (in person, over the telephone or online). As part of this interview, participants need to complete a pre-interview questionnaire.

Participants on this course must be *at least 18 years old* (21 is recommended) and have *a level of English of CEFR level C1*. The level of English will be assessed during the interview.

2.4 General requirements for all courses

The general requirements for any course at WE Bridge Academy can be found in detail in *Admissions, enrolment and documentation procedures*. This document can be requested via email from the academy (info@we-bridge.co.uk).

The basic general admission requirements for all courses are:

- A completed application form
- Proof of identity
- A copy of any relevant qualifications
- Completed parental / guardian consent form for any student who is under 18
- Registration fee and course deposit

3. Further conditions

- For students requiring a *Confirmation of Acceptance for Studies* (CAS), this will only be issued once a student has met the admissions requirements of the academy, and has provided the necessary paperwork as per the conditional offer letter from the academy.
- Tier 4 students must be able to demonstrate in advance that they can finance themselves (e.g. through parental funds) or demonstrate that they have financial sponsorship for their entire course without needing to undertake paid work. Students requiring a visa for study (Tier 4 or other) should also read through the academy's *Tier 4 and visa letters policy*.
- The academy reserves the right to verify any information provided during the application / admission process with the appropriate organisational / accrediting bodies.
- Although the aim of the academy is to always provide its students access to all the courses it delivers there may be times when there is insufficient student subscription to a course. In this instance, the academy may not be able to offer the required programme and may either withdraw the course completely for that session or offer an alternative.
- The academy will expel a student should it find that the student has acted in a dishonest manner during the admission and enrolment process. In this situation, any fees paid to the academy may not be returned. The relevant authorities such as UKVI will also be informed.
- The academy reserves the right to make exception to the entry requirements and additional criteria for any of its courses under exceptional circumstances and this will occur on a case-by-case basis. However, the academy will always operate in line with the requirements of its accrediting bodies and the UKVI.