



# CITY OF LONDON COLLEGE

A UNIVERSITY SECTOR PREMIER COLLEGE

## Admissions Procedures

2025/26

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## 1. Introduction

This policy sets out how the City of London College (CLC), conducts its admissions processes for undergraduate students, ensuring that they are fair, transparent, inclusive, and compliant with both legal obligations and regulatory expectations. It is designed in alignment with guidance from the Competition and Markets Authority (CMA) and the Office for Students (OfS), especially within the framework of the OfS Registration Application Process.

Admissions practices at the College are based on principles of merit, potential, and equality of opportunity. All applicants are entitled to accurate information, clear entry criteria, and a process that treats them fairly and consistently, regardless of background.

### Office for Students (OfS) Requirements and Registration Application Process

In order to be registered with the OfS, higher education providers must demonstrate how their admissions and information practices meet the following core regulatory requirements:

#### Condition C1: Guidance on Consumer Protection Law

The College demonstrates adherence to consumer protection law, as defined by the CMA, in its admissions materials and procedures by implementing robust processes for:

- Publishing transparent entry criteria
- Ensuring that offer conditions and deadlines are clearly communicated and not unfairly restrictive
- Allowing applicants to understand and agree to terms and conditions before accepting an offer
- Handling complaints effectively and fairly

#### Condition F1: Provision of information to students

The College ensures that students are given timely, accurate, and accessible information about their course and the terms of admission, including:

- Entry requirements and selection criteria
- Course fees and any additional costs
- Teaching, assessment, and support arrangements
- When and how course changes will be communicated
- The College ensures that this information is available:
- Before an application is made (pre-contractual stage)

- During the admissions process and when an offer is made prior to enrolment and formal contractual agreement

### Condition C3: Student Protection Measures

The College has implemented effective and credible arrangements to protect the interests of students if a course, campus, or the College as a whole were to close. As part of this, the College has produced a Student Protection Plan (SPP) that:

- Sets out the risks to the continuation of study and how these risks will be mitigated
- Includes measures to ensure that students can complete their studies or transfer with minimal disruption
- Covers admissions-stage considerations, such as informing applicants about risks associated with new or restructured courses
- Is accessible to current and prospective students and written in clear, understandable language

### Initial Condition C5: Treating Students Fairly

Introduced by the OfS to reinforce the principle of fairness in student experience and institutional behaviour.

The College confirms that its practices ensure that all students are treated fairly, including during recruitment, admission, and throughout their course. Fair treatment includes:

- Consistent application of admissions criteria
- Avoidance of discriminatory practices or unjustified disparities in offer-making
- Respect for the dignity, rights, and individual needs of students
- Clear communication and engagement with students about decisions that affect them

Condition C5 links closely with Conditions C1 and F1, ensuring fairness is not just legal but embedded across all student interactions. Together, these OfS conditions ensure that students, as applicants and future learners, are fully informed, respected, and protected—both in terms of their decision-making and their rights within the admissions process. This aligns directly with the CMA’s consumer rights guidance, which supports:

- Clear, timely, and accurate information to support informed student choice.
- Transparent and fair admissions terms, with all criteria made public.
- Accessible complaints, appeals, and redress processes.

- Reasonable protections for applicants in the event of institutional change, closure, or course suspension.
- A positive admissions experience grounded in respect, equality, and transparency (as required under Condition C5).

This policy ensures the College complies fully with OfS Conditions C1, F1, C3, and C5, while upholding the highest standards of governance, equity, and public trust.

## 2. Scope

This policy applies to all undergraduate admissions at the College, including:

- UK and international applicants
- Applications via UCAS (as applicable) or directly to the institution
- Decisions regarding conditional/unconditional offers, deferrals, rejections, and interviews

## 3. Information Provided at Admissions Stage

The College ensures that applicants receive clear and accurate information covering:

- Course titles and awards
- Entry requirements (including academic qualifications and English language)
- Selection criteria (e.g., interviews, portfolios, personal statements)
- How decisions are made (e.g., contextual admissions, assessment weighting)
- Deadlines and key application milestones
- Fees and financial information
- Additional costs (e.g., materials, field trips)
- Complaints and appeals routes - this information is available through The College website, prospectus, and applicant communications, and is reviewed annually.

## 4. Admissions Decision-Making

Admissions decisions are made by trained staff using consistent, transparent criteria. Processes include:

- Clear documentation of how applications are assessed
- Academic judgment balanced with fair access principles
- Internal moderation and audit of decisions

- Consideration of contextual data where appropriate
- No applicant will be unfairly disadvantaged based on background, disability, ethnicity, gender identity, or other protected characteristics.

The College acknowledges that the application of Condition C5 is especially important in this section, ensuring that the treatment of applicants is consistent, inclusive, and non-discriminatory, and further confirms that any variation in offers or entry requirements are justifiable and documented to ensure procedural fairness.

## **5. Offer Communications and Terms**

The College's Offer letters clearly state:

- The conditions of the offer (e.g., grades, interview performance)
- Course information, including modules and teaching format
- Fees and all known additional costs
- Terms and conditions relating to acceptance, deferral, or withdrawal
- Key dates and the right to cancel within the cooling-off period

The College ensures that all terms are fair, written in plain English, and do not create a significant imbalance to the detriment of the applicant, in line with CMA expectations on fairness of terms and OfS Condition C5's expectations of fair engagement.

## **6. Review and Monitoring**

- The College confirms that this policy is reviewed annually by the Academic Board & the Quality & Standards Committee prior to approval from the Board of Governors.
- Updates are made in response to changes in law, guidance from the OfS or CMA, and internal audits.
- Staff involved in admissions and applicant communications receive annual compliance training, including updates on CMA and OfS requirements.
- The effectiveness of fair treatment under Condition C5 is monitored through analysis of applicant outcomes, complaint themes, and equality impact assessments.

The College's responsibilities and values in student recruitment affirms the commitment not only to consumer protection and student information rights but also to dignity, inclusion, and fairness throughout the admissions journey.

By embedding the new OfS Initial Condition C5: Treating Students Fairly, the College acknowledges its legal and ethical obligation to ensure:

- Admissions practices are free from bias or inconsistency
- Applicants are engaged with respectfully and transparently
- No applicant is misled, disadvantaged, or excluded without justification
- Admissions criteria are applied equitably across all applicants

Condition C5 supports and reinforces Conditions C1 (Consumer Law compliance), F1 (Provision of Information), and C3 (Student Protection), making fairness not just a principle but a regulatory requirement. This creates a joined-up approach to regulation, where information, rights, fairness, and protection all co-exist within the same institutional framework.

By adopting these admissions procedures, the College signals its commitment to ethical leadership, responsible governance, and the highest standard of experience for its future students.

**The End**