

## Regent College London

### Return to study procedure

#### **Purpose and audiences**

1. This document describes Regent College London's procedure for the admission of former students who did not complete their programme due to non-academic reasons or circumstances.
2. The primary audiences for this document are:
  - former students who wish to apply to the College
  - College staff who are responsible for admission, enrolment, teaching and student finance.

#### **Who this procedure applies to**

2. This procedure applies to former students who wish to apply to the College and who withdrew (or were withdrawn) from their previous programme of study due to non-academic reasons or circumstances. These reasons or circumstances may include family or work commitments or ill health.
3. This procedure does not apply to:
  - former students who were withdrawn due to academic reasons (i.e., because they failed to achieve sufficient credit to remain on the programme) unless they wish to enrol on a programme leading to an award from a different awarding body to the body which made the award on the previous programme
  - former students who were withdrawn due to misconduct (as defined in the Academic Misconduct Procedure, the Student Code of Conduct and the Student Disciplinary Procedure) or non-payment of tuition fees.

#### **How the procedure works**

4. A former student wishing to take advantage of this procedure should complete the Return to Study Application form and send it via email to [admissions@rcl.ac.uk](mailto:admissions@rcl.ac.uk)
5. The application form will be checked by members of the College's admissions, academic, registry and finance teams. This process will involve:
  - checking the applicant's file to confirm that the eligibility criteria outlined above are met
  - checking that the information the applicant used to support their previous application remains current and meets the entry criteria for the new programme; if it does not, then the applicant will be asked to provide further information
  - checking the applicant's prior attendance and engagement records; if these demonstrate that the applicant did not meet the College's requirements for engagement and attendance then the application may be refused.
6. Normally, an applicant shall be notified of the outcome of a Return to Study application within ten working days of submitting the form.

7. Applicants who do not satisfy all the checks described above will be informed in writing and referred to the College's Recruitment, Selection and Admission Policy and Procedure, and Terms and Conditions for details on how to appeal or complain about the College's decision.

8. Applicants who satisfy the checks will be invited to attend an Intention to Study Meeting, during which a senior member of the academic team (usually the Head of School) will explore the applicant's application and identify if any barriers exist to the applicant undertaking the new programme successfully.

9. Following the Intention to Study Meeting, the member of academic staff who conducted the meeting will recommend to the Head of Admissions or the UK Commercial Director whether the applicant should be offered a place. The Head of Admissions or the UK Commercial Director will then decide whether the applicant should be offered a place.

10. The admissions team will notify the applicant of the College's decision by email, normally within five working days of the Intention to Study Meeting. The outcome will be:

- unconditional offer of a place (in the case of Indirect Academic Students, this offer will come directly from the partner university); or,
- conditional offer of a place (i.e., an offer subject to conditions being met prior to the student's registration with the awarding body, normally within a month of the programme start date, and normally involving achievement in outstanding assessments and/or submission of additional information); or,
- conditional offer of a place on an alternate programme; or,
- no offer of a place; this will include reasons for the rejection and reference to the complaints and appeals procedures.

### **Induction and enrolment**

11. Please refer to our Recruitment, selection and admissions policy and procedures for further information about the induction and enrolment process, and your rights and obligations as a Regent College London student, including the obligation to pay tuition fees.

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