



**Northernhamshire  
Ilexford Tessor**  
*College London* ■

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Name of Policy	Admissions Policy
Purpose of Policy	Policy for the Admission of Students to NIT London
Intended Audience	Prospective Students, Applicants and Offer Holders
Approval for this policy given by	Academic Board
Last Review Date	April 2026
Review Date Due (3 years)	April 2029
Individual Responsible for Review	Head of Admissions
Authorising Department	Admissions & Student Recruitment

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# Admissions Policy and Procedure

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## 1. Introduction

This Admissions Policy and Procedure sets out the principles, criteria, and processes by which **Northernhamshire Ilexford Tessor (NIT) College of Technology London** recruits, selects, and admits students.

This policy applies to all programmes delivered by NIT London, including:

- Undergraduate programmes
- Postgraduate programmes
- Diploma and professional qualifications
- Online, blended, and work-integrated learning (WIL) modes

NIT London is committed to ensuring that its admissions processes are:

- Transparent and clearly communicated
- Fair and consistently applied
- Inclusive and accessible to all applicants
- Aligned with relevant legal and academic standards

The College recognises the diversity of its applicants and encourages applications from individuals with the potential to succeed, regardless of background.

Admissions processes are administered by the **Admissions Office**, with academic oversight provided by designated academic staff.

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## 2. Access and Participation

NIT London is committed to widening access to education and encourages applications from a broad range of prospective students.

The College actively supports:

- Students from diverse socio-economic backgrounds
- Mature learners and working professionals
- International applicants
- Students returning to education

Where appropriate, NIT London adopts a **contextual admissions approach**, taking into account factors such as:

- Educational background
- Personal circumstances
- Prior learning opportunities

This approach enables flexibility in entry requirements where applicants demonstrate the ability to succeed.

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### 3. Equality and Diversity

NIT London is committed to equality of opportunity and fostering an inclusive academic environment.

All applicants are assessed:

- Fairly
- Without discrimination
- Based on merit and potential

The College values diversity and promotes an environment where all individuals can thrive and achieve their academic goals.

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### 4. Disability and Learning Support

Applicants with disabilities, learning difficulties, or health conditions are encouraged to disclose this information at the earliest stage of the application process.

This enables NIT London to:

- Assess support needs
- Implement reasonable adjustments
- Provide appropriate academic and wellbeing support

All information disclosed will be handled confidentially and in accordance with data protection regulations.

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### 5. Information for Applicants

NIT London provides clear, accurate, and comprehensive information to all prospective students.

This includes:

- Programme aims and structure
- Entry requirements
- Application procedures
- Tuition fees and additional costs
- Student support services

Applicants are responsible for reviewing all relevant information before submitting an application.

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## 6. Programme Changes and Discontinuation

While NIT London aims to deliver all programmes as advertised, the College reserves the right to:

- Modify programme content or structure
- Change delivery methods (e.g., online or blended)
- Adjust schedules or locations
- Suspend or discontinue programmes

Where changes occur, applicants will be informed promptly, and reasonable alternatives will be offered where possible.

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## 7. Criteria for Admission

NIT London seeks to admit applicants who demonstrate:

- Academic ability appropriate to the level of study
- Relevant skills and foundational knowledge
- Motivation and commitment

Admissions decisions may consider:

- Academic qualifications
- Professional or work experience
- Personal statements
- References

Additional selection methods may include:

- Interviews
- Portfolio submissions
- Assessments (where required)

Qualifications will normally be expected to be recent and relevant; however, older qualifications may be considered alongside evidence of continued learning.

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## 8. How to Apply

Applications may be submitted through:

- NIT London's official application platform
- Approved education partners or representatives
- Direct admissions channels

Applicants must provide:

- Completed application form
- Academic certificates and transcripts
- Identification (passport or equivalent)
- Supporting documents as required

Incomplete applications may not be considered.

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## 9. Decision Making and Offers

Admissions decisions are made by the Admissions Office in collaboration with academic staff.

In assessing applications, the following may be considered:

- Academic achievement
- Predicted or pending results
- Relevant experience
- Personal statement and references

### Types of Offers:

- **Conditional Offer** – subject to meeting specified conditions

- **Unconditional Offer** – all requirements satisfied

Applicants must meet all academic and non-academic conditions before enrolment.

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## 10. Requirements for International Applicants

NIT London welcomes applications from international students.

Applicants whose first language is not English may be required to demonstrate English language proficiency through recognised qualifications or equivalent evidence.

Additional assessments may be required for certain programmes to ensure readiness for study.

All documents submitted must be:

- Accurate
  - Complete
  - Verifiable
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## 11. Admission with Credit and Transferring

NIT London recognises prior learning and may grant:

- Advanced entry into a programme
- Exemption from specific modules

This may be based on:

- Previous academic study
- Professional experience

Each case will be assessed individually.

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## 12. Confirmation of Results

Applicants holding conditional offers must provide evidence that all conditions have been met.

The Admissions Office will:

- Verify submitted results
- Confirm eligibility for enrolment

Failure to meet conditions may result in withdrawal of the offer.

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### 13. Clearing (Late Applications)

NIT London may accept late applications subject to programme availability.

Applications are processed on a **first-come, first-served basis**.

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### 14. Exceptional Circumstances

Applicants may submit information regarding circumstances that may have affected their academic performance.

Supporting evidence may be required.

Each case will be considered individually.

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### 15. Fee Status Assessment

Fee classification may be determined based on:

- Residency
- Programme type
- Mode of study

Applicants may be required to provide additional documentation.

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### 16. Deferred Applications

Applicants may request to defer entry to a later intake.

Deferrals are:

- Subject to approval
  - Normally limited to one academic cycle
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## **17. Admission of Students Under 18**

Applicants under 18 must:

- Provide parental or guardian consent
- Confirm appropriate care arrangements

NIT London maintains safeguarding responsibilities but does not assume parental roles.

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## **18. Fraudulent Applications**

Applicants must provide accurate and truthful information.

If fraudulent or misleading information is identified, NIT London may:

- Reject the application
  - Withdraw an offer
  - Terminate enrolment
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## **19. Criminal Convictions**

Applicants may be required to disclose relevant criminal convictions for certain programmes.

Each case will be assessed individually, considering:

- Nature of the offence
- Relevance to the programme

Failure to disclose may result in withdrawal.

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## **20. Health Requirements**

Applicants to certain programmes may need to provide health-related information.

This ensures suitability for study and participation in programme activities.

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## 21. Registration

Applicants must complete registration before starting their programme.

This includes:

- Document verification
  - Identity confirmation
  - Completion of enrolment requirements
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## 22. Feedback

Unsuccessful applicants may request feedback on their application.

Requests must be made within a specified timeframe.

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## 23. Appeals Against Admissions Decisions

Applicants may appeal if:

- Procedures were not followed correctly
- Relevant information was not considered
- Exceptional circumstances were not taken into account

Appeals must include supporting evidence.

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## 24. Complaints

Applicants may submit formal complaints regarding the admissions process.

All complaints will be reviewed fairly and independently.

Effective Date 1-01-2026