

## **Bedfordshire College- Policies and Procedures for Student registration**

Bedfordshire College sets policies and procedures for the registration of both local and overseas students. Bedfordshire College considers all applications equally regardless of gender, disability and social or ethnic origin.

Applicants must meet the admission requirements for each Bedfordshire College course they are seeking to join. Application forms and entry requirements may be obtained from the administration office at the college campus or from the Bedfordshire College website at [www.bedfordshirecollege.co.uk](http://www.bedfordshirecollege.co.uk). Applicants must not apply if they do not satisfy the admission requirements. All queries will be answered.

### **United Kingdom student registration procedure**

UK students requiring admission are given an application form to complete and then remit to the college along with attached certified copies of their academic documents, including certificates and, where available, formal transcripts of their academic record, providing full details of the degrees, classes, or grades obtained including the units taken along with two academic or work references. *This information is essential to the selection process.*

### **International student registration procedure**

Bedfordshire College provides education for students from throughout the world. Students belong to different cultures and derive from varied backgrounds. Each enriches Bedfordshire College unique educational environment.

The college can be contacted through its website, e-mail, telephone, and letter or face-to-face on campus. Bedfordshire College has representatives internationally.

To enrol at Bedfordshire College, please note the following procedure.

1. Payment of the registration fee of £150 - this is ***non-refundable***.
2. Bedfordshire College will not issue any documentation until the consultant / agent remits to Bedfordshire College the completed registration form and non-refundable deposit from the student.

3. The consultant must receive the relevant academic support documents from the applicant and then assess whether or not they meet the criterion for the course and, thereafter, advise the student with regard to course enrolment.
4. Upon receiving feedback from the consultant, along with the required documents, the college will issue the *acceptance letter*.
5. The college is bound not to admit / enrol any student without the involvement of the authorised representative.
6. The representative will not charge for any application referred directly by the college.
7. The representative will fax and email the student's registration details along with the Bank Draft in favour of Bedfordshire College, and shall retain the course fee draft until a decision is taken by the Embassy / High Commission.
8. No student under the age of 18 years will be admitted for any course.