



“Enabling Students to Accomplish their Academic Goal”

Recruitment, Selection and Admission Policy

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1. Introduction

Bellmont College is committed to operating a fair, transparent, inclusive and student-centred recruitment, selection and admissions process. Recruitment and admissions are central to the student journey because the information, guidance and decisions given before enrolment shape whether applicants can make informed choices, enter the right programme, access appropriate support and succeed in higher education.

Bellmont College currently works with Liverpool Hope University and delivers higher education provision through collaborative partnership arrangements. Under this partnership, Belmont College recruits students to approved Liverpool Hope University degree pathways and provides local teaching, academic support and student services, while the award, academic regulations and elements of academic oversight are governed through the relevant Liverpool Hope University arrangements. Belmont College is also seeking Office for Students (OfS) approval for its own funding arrangements and future institutional development. This may affect future recruitment, admissions, registration, funding, data, quality assurance or student support processes. Belmont College manages any such changes carefully, proportionately and transparently, and will continue to protect applicant and student interests throughout any transition.

This policy has therefore been written to operate within the current Liverpool Hope University partnership and to remain suitable for future Belmont College arrangements, including any direct OfS funding approval or revised regulatory status. Where Liverpool Hope University admissions regulations, academic requirements, student contract terms or partnership processes apply, applicants will be told clearly. Where Belmont College becomes directly responsible for additional processes in future, it will ensure that its own arrangements remain fair, accessible, legally compliant and aligned with the protection of students.

This policy should be read alongside Belmont College's wider governance, quality assurance, admissions, equality, safeguarding, public information, data protection, student protection and student support frameworks. Where another policy is referenced in this document, the full policy name is given in brackets to help applicants, students and staff identify the correct document.

2. Purpose of the Policy

The purpose of this policy is to establish a clear and institution-wide framework for the recruitment, selection and admission of students to Belmont College programmes. It explains how Belmont College provides information to prospective students, assesses applications, makes admissions decisions, verifies evidence, communicates offers, supports applicants, manages risks and monitors the fairness and effectiveness of admissions activity.

The policy is designed to ensure that recruitment and admissions activities are fair, transparent, consistent, inclusive, evidence-based and professionally managed. It supports

applicants to make informed choices, protects academic standards, promotes widening participation, safeguards equality of opportunity and ensures that admissions decisions are made in a way that can be justified and audited.

The policy also explains how Belmont College implements and monitors recruitment, selection and admission through its governance structure. Recruitment and admissions are not treated as a purely operational matter. They are linked to public information, consumer protection, academic standards, student outcomes, safeguarding, equality, data protection, risk management, partnership oversight and annual quality review.

For staff and committees, the policy provides a practical framework for consistent practice from first enquiry through to application, interview, assessment, offer, registration, induction and the transition to student status. For applicants, it provides a readable explanation of what they can expect and what responsibilities they have during the admissions process.

3. Regulatory and Legal Framework

Requirement	Relevance to this Policy
Office for Students conditions of registration	Supports fair access, academic quality, resources and support, student outcomes, assessment standards, consumer information, complaints, student protection, governance, accountability and treating students fairly.
Competition and Markets Authority consumer law expectations	Requires clear, accurate, timely and accessible material information, fair terms, transparent costs, fair programme changes and accessible complaint routes.
UK Quality Code for Higher Education 2024	Supports reliable, fair, inclusive and transparent recruitment, selection and admissions, with trained staff, monitoring and continuous improvement.
Higher Education and Research Act 2017	Provides the higher education regulatory framework, including OfS registration, quality, standards, student protection and public interest governance.
Consumer Rights Act 2015, Consumer Contracts Regulations	Support fair terms, pre-contract information, cancellation rights, clear additional costs and the avoidance of misleading recruitment or admissions communications.

2013 and Consumer Protection from Unfair Trading Regulations 2008	
Equality Act 2010	Requires non-discrimination, reasonable adjustments and fair access for disabled applicants and applicants with protected characteristics.
Data Protection Act 2018 and UK GDPR	Require lawful, fair, transparent and secure processing of applicant and student data, including special category and safeguarding information.
Safeguarding, PREVENT, DBS, immigration and UKVI requirements	Apply where admissions involve under-18s, vulnerable adults, criminal record checks, professional suitability, right-to-study checks or safeguarding concerns.
Office of the Independent Adjudicator Good Practice Framework	Informs fair, accessible, timely and evidence-based complaints and appeals handling for students within scope.
Liverpool Hope University partnership requirements	Apply where Liverpool Hope University admissions, academic, contract, complaints, student support, safeguarding, reasonable adjustment or quality requirements are relevant to collaborative provision.

4. Scope of the Policy

This policy applies to all recruitment, selection and admissions activity undertaken by or on behalf of Belmont College. It covers initial enquiry, public information, marketing, information advice and guidance, application submission, interview, written assessment, academic review, alternative entry assessment, offer-making, document verification, registration, induction and the transition from applicant to student status.

The policy applies to applicants for higher education programmes delivered by Belmont College under collaborative arrangements with Liverpool Hope University, any future awarding or validating partner, and any provision delivered under Belmont College's own

future regulatory or funding arrangements where applicable. It also applies, proportionately, to foundation, access, professional or short course recruitment where applicants rely on College information and admissions decisions.

The policy applies to prospective students, applicants, offer holders, enrolled students where admissions decisions continue to affect their status, former applicants raising complaints or data requests, sponsored learners, and applicants applying through standard, non-standard, widening participation or Accreditation of Prior Learning routes.

The policy applies to all staff, Directors, contractors, consultants, agents, academic partners and third parties involved in recruitment, admissions, public information, marketing, application handling, interviews, assessment, registry, finance, student support, safeguarding, data processing, complaints or committee reporting. Belmont College remains responsible for ensuring that anyone acting on its behalf understands the standards expected under this policy.

5. How this Policy Protects Applicants Across the Student Journey

Recruitment and admissions are easiest to understand when viewed through the applicant journey. Each stage creates different risks and requires different controls. The table below summarises what applicants can expect and how Belmont College implements the policy in practice.

Student stage	What applicants can expect	Implementation route
Enquiry and public information	Applicants should receive clear, accurate and current information about programmes, awarding bodies, locations, delivery, entry requirements, fees, funding, support and policies.	Website and marketing review; public information checks; Recruitment, Admissions and Registry Committee; Quality Committee; (<i>QGP6 Belmont College Information Governance, Public Information and Transparency Policy</i>).
Information, advice and guidance	Applicants should be able to ask questions, receive impartial guidance and understand the expectations of higher education study before applying.	Admissions Team guidance; recruitment events; applicant communications; Student Staff Committee feedback; (<i>QGP4 Belmont College Student Handbook</i>).
Application submission	Applicants should understand what evidence is required, what information must be disclosed and how their data will be used.	Admissions Team checks; applicant guidance; (<i>BCP7 Belmont College General Data Protection & Regulation (GDPR) Policy</i>); (<i>Bellmont College Admissions Privacy Notice</i>).

Student stage	What applicants can expect	Implementation route
Interview and assessment	Selection methods should be fair, relevant, accessible, consistent and based on published criteria, academic potential and readiness to study.	Standard interview scoring; written assessment criteria; Head of Professional Services; Learning and Teaching Committee; (<i>SWP1 Belmont College Reasonable Adjustment and Special Considerations Policy</i>).
Decision and offer	Applicants should receive clear decisions, conditions, reasons for alternative offers where appropriate, and information about next steps.	Offer review; document verification; partner approval where applicable; (<i>RAP2 Belmont College Student Contract</i>); (<i>Liverpool Hope University Terms and Conditions</i>) where applicable.
Registration and enrolment	Students should complete identity, qualification, fee, funding, right-to-study and terms checks before enrolment is confirmed.	Registry and admissions checks; Student Information System records; Recruitment, Admissions and Registry Committee; finance and funding checks; (<i>CAP4 Belmont College Fees, Refunds and Compensation Policy</i>).
Induction and transition	New students should receive clear information about attendance, academic expectations, assessment, support, safeguarding, complaints, appeals and student conduct.	Induction records; Programme Coordinators; Student Staff Committee; (<i>QGP4 Belmont College Student Handbook</i>); (<i>CAP3 Belmont College Complaint and Appeal Policy and Procedure</i>).
Monitoring and improvement	Applicant outcomes, equality data, complaints, conversion, continuation and feedback should be monitored to improve fairness and effectiveness.	Quality Committee, Academic Team and Board of Directors reports; annual admissions review; equality impact monitoring; risk register.

6. Core Recruitment, Selection and Admissions Principles

Bellmont College applies the principles of fairness, transparency, inclusivity, reliability, professionalism, accessibility, academic integrity and student-centred decision-making across all recruitment and admissions activity. These principles apply from the first point of contact with an applicant through to enrolment and induction.

Fairness means that applicants are considered on their individual merits against published and relevant criteria. Decisions must not be influenced by bias, improper pressure, personal preference or irrelevant factors. Where programmes are competitive or capped, Belmont College selects applicants who best meet the approved criteria and demonstrate the potential to benefit from the programme.

Transparency means that applicants should be able to understand the essential features of the programme, the awarding body, delivery location, mode of study, entry requirements, selection process, assessment requirements, fees, additional costs, terms and conditions, support arrangements and complaints routes before making a decision.

Inclusivity means that Belmont College actively supports widening participation, removes avoidable barriers, considers alternative evidence where appropriate, and makes reasonable adjustments for disabled applicants in accordance with the *(SWP2 Belmont College Equality, Diversity and Inclusion Policy)* and the *(SWP1 Belmont College Reasonable Adjustment and Special Considerations Policy)*.

Reliability means that admissions methods, including interviews, written assessments, document checks and academic judgement, must be applied consistently and supported by evidence. Professionalism means that staff must be trained, courteous, impartial, competent and able to explain processes clearly. Academic integrity means that decisions must protect standards, programme coherence and the credibility of awards.

Student-centred decision-making means that recruitment is not only about filling places. It is about helping applicants choose the right programme at the right level, ensuring that they have the potential and support to succeed, and preventing avoidable risk to continuation, wellbeing or academic outcomes.

7. Public Information, Marketing and Recruitment Communications

Bellmont College ensures that all recruitment, marketing and admissions information is clear, accurate, current, accessible and consistent with approved programme and partnership arrangements. This includes website pages, prospectus content, course information, social media, event materials, email templates, offer communications, admissions guidance, fee information and policy signposting.

Bellmont College recognises that applicants rely on public information when making significant academic, financial and personal decisions. Information about programme title, awarding body, delivery location, duration, mode of delivery, teaching hours, independent study expectations, entry requirements, assessment methods, progression, accreditation, fees, additional costs, funding, attendance expectations and support services must be checked before publication and reviewed regularly under the *(QGP6 Belmont College Information Governance, Public Information and Transparency Policy)*.

Where programme information relates to Liverpool Hope University collaborative provision, Belmont College ensures that local information is consistent with approved Liverpool Hope University information and partnership arrangements. Belmont College public information currently identifies the BA Business Management (Hons) with Foundation Year as a Liverpool Hope University degree delivered in partnership with Belmont College. Such information must remain accurate, and applicants must understand the respective roles of Belmont College and Liverpool Hope University.

Marketing and recruitment communications must not exaggerate likely outcomes, understate workload, omit material costs, misrepresent accreditation, obscure the awarding body, or create expectations that Belmont College cannot reasonably deliver. Where there is uncertainty, for example because OfS approval, funding arrangements, partner processes or programme approval is pending, applicants must be told clearly and in time to make an informed decision.

Public information review will be monitored by the Recruitment, Admissions and Registry Committee and Quality Committee. Material public information risks will be escalated to the Senior Management Team and, where necessary, the Board of Directors. Corrective action may include removing outdated content, issuing applicant communications, revising offer wording, updating website pages, changing scripts used by admissions staff, or reviewing the (*RAP2 Belmont College Student Contract*).

8. Information, Advice and Guidance for Enquirers and Applicants

Belmont College provides information, advice and guidance to help prospective students understand whether a programme is suitable for their goals, academic background, support needs and personal circumstances. Guidance may be provided through the website, telephone, email, recruitment events, open days, interviews, applicant meetings and direct contact with the Admissions Team.

At the enquiry stage, applicants should be able to obtain information about programme content, entry requirements, application routes, selection methods, tuition fees, funding, attendance, assessment, support, progression, partner arrangements, key policies and the expectations of higher education study. Staff must give guidance that is accurate and helpful, while avoiding promises that are not supported by approved information or partnership arrangements.

Guidance should be impartial and should support informed decision-making. Where an applicant appears unlikely to meet the requirements of a programme, Belmont College may discuss alternative routes, preparatory study, future application options or support pathways. Applicants should not be encouraged to apply for a programme that is clearly unsuitable without being told about the relevant risks and requirements.

Applicants who disclose disabilities, additional learning needs, caring responsibilities, mental health concerns, safeguarding issues or other circumstances that may affect admission or study will be signposted to appropriate support in line with the (*QGP4 Belmont College Student Handbook*), the (*SWP4 Belmont College Mental Health and Wellbeing Policy*), the (*HSP1 Belmont College Safeguarding and PREVENT Policy*) and the (*SWP1 Belmont College Reasonable Adjustment and Special Considerations Policy*).

9. Equality, Diversity, Inclusion and Widening Participation

Belmont College is committed to equality of opportunity and widening participation. Admissions processes must be free from unlawful discrimination, harassment, victimisation

and unfair barriers. Applicants must be treated with dignity, fairness and respect regardless of age, disability, race, colour, nationality, ethnic or national origin, sex, gender reassignment, sexual orientation, marriage or civil partnership, pregnancy or maternity, religion or belief, socio-economic background, caring responsibilities or educational background.

Bellmont College recognises that applicants may come from diverse academic, professional and personal backgrounds. Some applicants may be returning to education after a long period away from formal study, may hold non-traditional qualifications, may have overseas qualifications, may have substantial professional experience, or may require additional support to demonstrate their potential. Belmont College considers such applications fairly and proportionately, while protecting academic standards.

Widening participation is embedded in recruitment and admissions rather than treated as an add-on. Belmont College monitors applicant data, application outcomes, offers, conversion, enrolment, continuation and progression where data is available and proportionate. The Recruitment, Admissions and Registry Committee, Quality Committee and Academic Team uses this evidence to identify barriers, differential outcomes and opportunities for enhancement.

Applicants who require reasonable adjustments during application, interview, assessment, document checks or induction should tell Belmont College as early as possible so that reasonable arrangements can be considered. Adjustments will be considered in accordance with the *(SWP2 Belmont College Equality, Diversity and Inclusion Policy)* and the *(SWP1 Belmont College Reasonable Adjustment and Special Considerations Policy)*. Disclosure of a disability or support need will not, in itself, disadvantage an applicant in academic selection.

10. Application Routes, Intakes and Applicant Responsibilities

Prospective students may apply through the route published for the relevant programme. For Belmont College direct applications, applicants normally submit an online application through the Belmont College website. Where a programme is delivered through Liverpool Hope University or another partner route, applicants may also be required to follow the relevant partner, UCAS, DfE Apply, or other approved process, depending on the programme and year of entry.

Bellmont College currently operates intake points aligned to institutional and partnership arrangements. The existing March 2026 policy identifies September, November and March intake points and notes that from September 2026 Belmont College intends to operate September, February and April intake points, unless amended through approved programme, partner or regulatory arrangements. Any changes to intake arrangements must be checked against published information and communicated clearly to applicants.

Applicants are responsible for providing complete, accurate and truthful information at the point of application and throughout the admissions process. They must provide requested documentation, respond to communications, meet deadlines, disclose relevant information,

attend interviews or assessments when required, and tell Belmont College promptly if their circumstances change.

Failure to provide information, respond to deadlines, disclose relevant matters or submit authentic documentation may delay the application, lead to rejection, result in withdrawal of an offer, prevent registration, or lead to cancellation of enrolment in accordance with this policy and the (*LTP6 Belmont College Academic Integrity and Misconduct Policy*) where applicable.

11. Entry Requirements and Selection Criteria

Bellmont College publishes entry requirements and selection criteria for each programme. Requirements may include academic qualifications, literacy and numeracy evidence, English language proficiency, professional or vocational requirements, interview performance, written assessment, Accreditation of Prior Learning, work experience, portfolio evidence, DBS checks, health declarations, right-to-study checks or partner approval.

The general minimum institutional entry expectation is that applicants should normally demonstrate a broad general education, including acceptable levels of literacy and numeracy equivalent to at least grade C or grade 4 GCSE in English Language and Mathematics, unless a programme or approved alternative route specifies otherwise. Individual course entry requirements may be higher or different and must be published in the relevant course information.

Selection criteria may be academic and non-academic, but they must be relevant to the programme and applied consistently. Academic criteria may include prior achievement, predicted or achieved qualifications, subject knowledge, assessment performance, academic writing, English language ability, readiness for higher education study and ability to meet learning outcomes. Non-academic criteria may include motivation, communication, professional suitability, engagement with the programme, safeguarding considerations or placement requirements where relevant.

Where places are limited by programme capacity, partner requirements, staffing, specialist resources, placement capacity, regulatory restrictions or student support capacity, Belmont College makes selection decisions based on the approved criteria and the applicant's potential to benefit from the programme. Meeting the minimum entry criteria does not guarantee an offer where a programme is full, competitive, restricted or subject to partner approval.

Entry requirements and selection criteria will be reviewed through the Recruitment, Admissions and Registry Committee, Learning and Teaching Committee, Quality Committee and Academic Team where appropriate. Changes must be approved through the correct academic and governance route and reflected in public information before they are used in recruitment.

12. Assessment of Applications, Interviews and Written Assessments

Applications will be assessed fairly and consistently against the approved entry requirements and selection criteria for the programme. Assessment may include administrative checks, academic review, interview, written assessment, document verification, partner approval and consideration of additional requirements. All admissions decisions must be evidence-based and recorded.

Bellmont College uses interviews as part of the admissions process for relevant programmes. Interviews must be conducted by trained staff and should use standard criteria or scoring guidance. The purpose is to assess motivation, communication, readiness for study, understanding of programme requirements, relevant experience, support needs and suitability for the chosen programme. Interviews may take place in person or remotely where appropriate.

Applicants applying through widening participation or alternative entry routes may be required to complete a written assessment. The written assessment is intended to evaluate written English language proficiency, academic writing, comprehension, analytical skills and readiness for higher education study. Written assessments must be completed independently and must comply with academic integrity expectations under the (*LTP6 Belmont College Academic Integrity and Misconduct Policy*).

The admissions process used in the existing Belmont College policy is retained and strengthened in this policy as a staged approach: initial enquiry and guidance; application submission; administrative review; interview and spoken assessment; written assessment where required; assessment review and admissions decision; outcome communication and applicant engagement; document verification and quality assurance review; submission to partner institution where applicable; registration, fee assessment and funding confirmation; induction; and commencement of teaching with ongoing support.

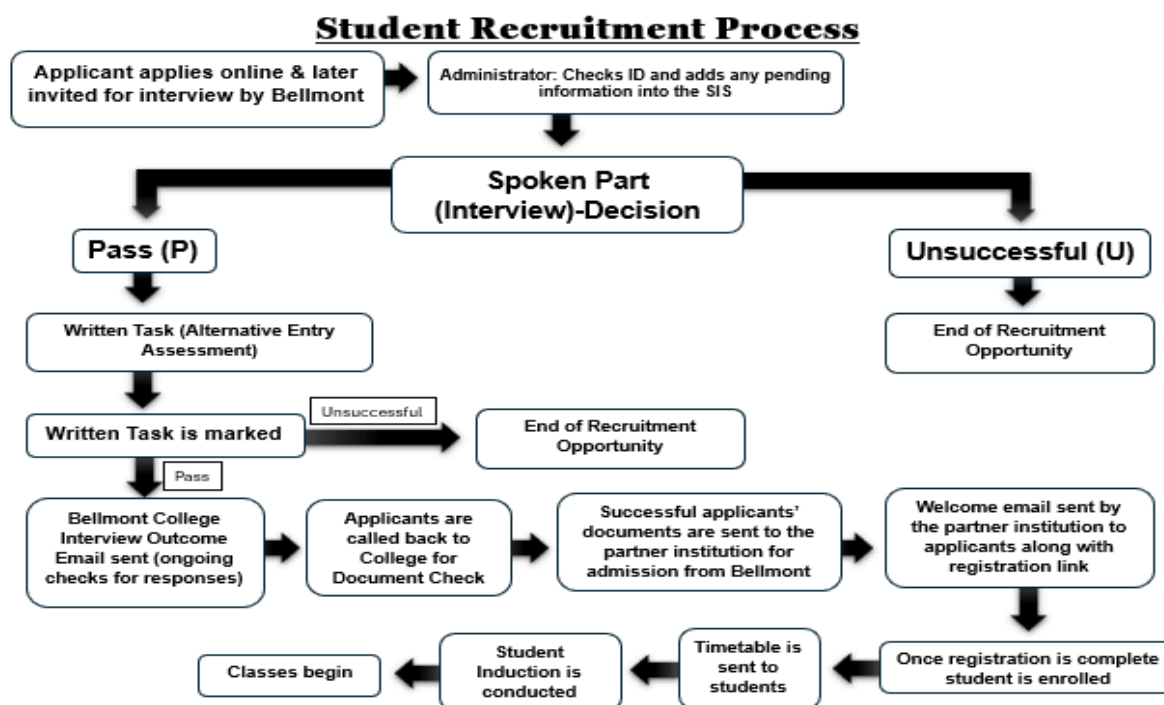


Figure 1: Student recruitment process for widening participation and alternative entry applicants

This diagram is used operationally to support consistent decision-making and applicant communication at the relevant stage of the process.

Stage	Purpose and control
1. Initial enquiry	Applicants receive information, advice and guidance about the programme, costs, support, policies and expectations.
2. Application submission	Applicant submits the application via and supporting evidence on https://bellmontcollege.co.uk/ .
3. Administrative review	Admissions staff check identity, qualifications, residency, immigration information where applicable, fee information and outstanding documents.
4. Interview or spoken assessment	Applicants are assessed against relevant criteria, including motivation, readiness, communication and programme understanding.
5. Written assessment	Applicants (most widening participants) complete an alternative entry assessment.
6. Academic and admissions decision	Admissions and academic staff review evidence, assessment outcomes and entry criteria. Decisions and reasons are recorded.
7. Quality assurance and document verification	Bellmont College checks authenticity, completeness, compliance and readiness for registration.

Stage	Purpose and control
8. Partner approval where applicable	For collaborative provision, documentation are submitted to Liverpool Hope University or another awarding body for approval in line with partnership requirements.
9. Offer, registration and enrolment	Applicant receives clear instructions, conditions, fee and funding information, terms and induction details.
10. Induction and transition to study	Students receive support, policy signposting and information about academic expectations, attendance, assessment, support and complaints.

Where an applicant is unsuccessful, the outcome should be communicated within a reasonable timeframe so that the applicant can consider other opportunities. Where appropriate, Belmont College may provide feedback, signpost alternative programmes, recommend preparatory study or explain how the applicant may strengthen a future application.

13. Non-standard Entry, Returning to Education and Accreditation of Prior Learning

Bellmont College welcomes applications from people returning to education, applicants with non-traditional qualifications, applicants with professional or workplace experience, applicants with overseas qualifications and applicants seeking recognition of prior learning. Such applications will be considered individually and fairly, while ensuring that academic standards and programme coherence are maintained.

Admissions processes are designed to be fair, transparent and consistently applied. This includes verification of applicant eligibility, qualifications, identity, English language evidence and relevant documentation. These processes support appropriate recruitment, student retention and successful outcomes, in line with OfS Condition B3, Delivering Successful Outcomes.

Admissions activity includes structured interview records and documented consideration of each applicant's potential to succeed, particularly for Foundation Year or non-standard applicants. Where an applicant does not meet standard entry criteria or does not hold formal English language evidence, the case is escalated for additional academic judgement and/or partner review before any offer or confirmation is issued.

Where standard qualifications do not provide a complete picture of suitability, Belmont College may use alternative evidence such as interviews, written assessments, skills tests, diagnostic activities, professional experience, portfolios, references or Accreditation of Prior Learning. The aim is to give applicants equivalent consideration, not preferential treatment.

Admissions tutoring or academic admissions review may be used where an applicant does not fully meet the standard entry criteria but may have relevant prior learning, experience or potential. The Head of Academic Programmes or a delegated academic reviewer will consider the evidence and may interview the applicant. If the applicant does not demonstrate

readiness for the required level of study, the application may be rejected or an alternative route may be recommended.

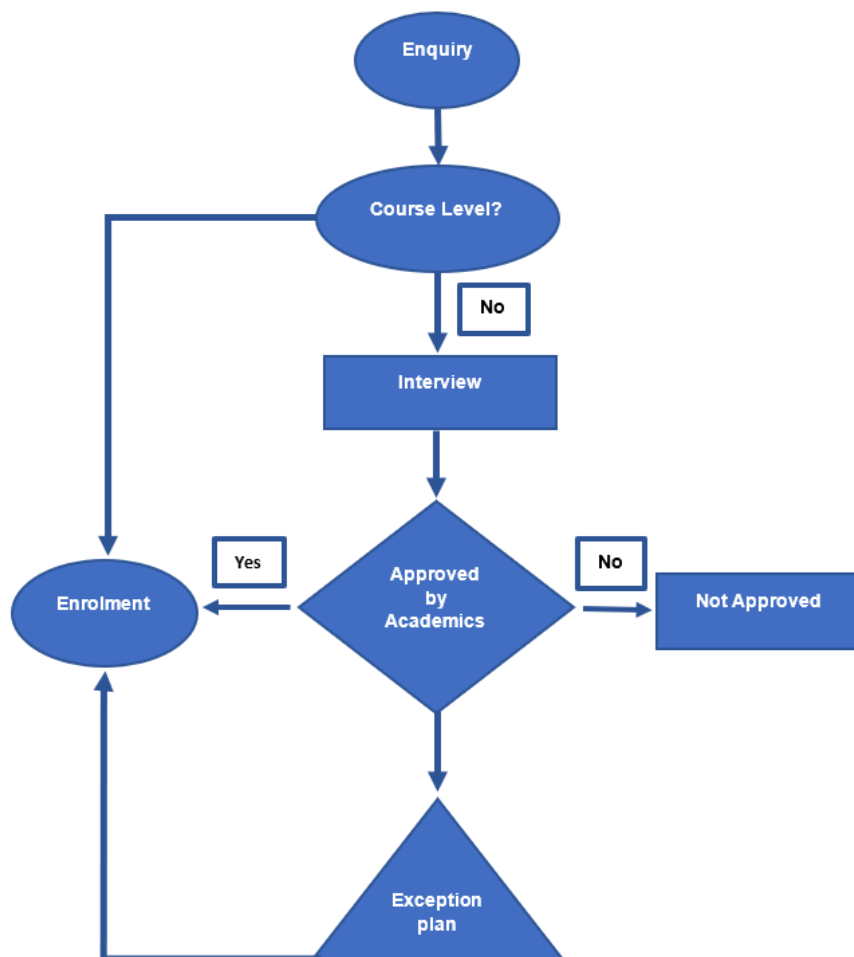


Figure 2: Admissions tutoring and alternative entry decision route

This diagram is used operationally to support consistent decision-making and applicant communication at the relevant stage of the process.

Applicants seeking entry with advanced standing, module exemption or recognition of prior certificated or experiential learning will be considered in accordance with the *(RAP4 Belmont College Accreditation of Prior Learning Policy)*. Credit is awarded for evidenced learning, not for experience alone. Where Liverpool Hope University or another awarding body is responsible for approval, Belmont College follows the relevant partner process and will explain this to the applicant.

Applicants with non-UK qualifications will be assessed against the relevant programme requirements using appropriate equivalence information and, where necessary, partner or external guidance. Belmont College may request official translations, certified copies, qualification verification or additional evidence before making or confirming an offer.

14. English Language, Qualification Verification and Document Checks

Teaching, assessment and student support at Belmont College are delivered in English. Applicants must therefore demonstrate proficiency in written and spoken English at the standard required for the programme. Requirements may be set by Belmont College, Liverpool Hope University, another awarding body, a professional body or UKVI requirements where applicable. Some programmes may require higher English language standards because of professional, statutory or regulatory body requirements.

Applicants must provide evidence of qualifications, transcripts, certificates, identity, residency, immigration status where applicable, funding or fee status documentation and any other evidence required for the programme. Belmont College may accept scanned or electronic copies during the admissions process but may request original documentation at any stage for verification.

Belmont College does not confirm registration until mandatory checks have been completed. Where evidence is incomplete, inconsistent or suspected to be fraudulent, Belmont College may pause the application, request further information, contact awarding bodies or relevant agencies, withdraw an offer, reject an application or cancel enrolment, depending on the circumstances and applicable law.

Document verification is a quality assurance and consumer protection control. It protects applicants who are eligible, protects the integrity of the award, prevents inappropriate enrolment, supports accurate reporting and reduces the risk of students entering a programme that they cannot lawfully or academically complete.

15. Offers, Conditions, Alternative Offers and Applicant Contracts

Offer-making must be fair, clear, reliable and consistent with published entry criteria. Offers may be unconditional, conditional, alternative or subject to partner approval, depending on the programme and the applicant's evidence. Conditions may include qualification results, English language evidence, document verification, funding confirmation, DBS checks, health declarations, right-to-study checks, partner approval, acceptance of terms and conditions, or completion of enrolment requirements.

Applicants must be told clearly what the offer means, what conditions apply, what deadlines must be met, what institution awards the qualification, what delivery arrangements apply, and what terms and policies are relevant. For Liverpool Hope University collaborative provision, applicants must be signposted to applicable Liverpool Hope University terms, academic regulations and admissions requirements, alongside relevant Belmont College procedures.

Where Belmont College cannot offer the original programme but can offer an alternative programme or preparatory route, the applicant must be told why the alternative is considered suitable and must not be pressured to accept it. Alternative offers should support student success and should not be used to place applicants onto unsuitable programmes or routes.

Belmont College does not withdraw or cancel an offer after acceptance and satisfaction of conditions unless it has a fair, lawful and objectively justified reason, such as fraud,

misrepresentation, failure to satisfy a mandatory requirement, safeguarding risk, loss of right to study, programme withdrawal with appropriate mitigation, or other circumstances permitted by fair terms. Where a change or withdrawal occurs, Belmont College communicates promptly and consider support, alternatives, refund or redress under the *(CAP1 Belmont College Student Protection Plan and Policy)* and the *(CAP4 Belmont College Fees, Refunds and Compensation Policy)*.

Applicants must receive or be signposted to contractual information before accepting an offer. This may include the *(RAP2 Belmont College Student Contract)*, *(Liverpool Hope University Terms and Conditions)* where applicable, the *(CAP4 Belmont College Fees, Refunds and Compensation Policy)*, the *(CAP1 Belmont College Student Protection Plan and Policy)* and relevant programme information.

16. Fee Assessment, Funding and Student Finance Information

Applicants must receive clear information about tuition fees, fee status, funding routes, sponsorship, additional costs, payment responsibilities, refund arrangements and any conditions linked to registration. Fee information must be accurate, accessible and consistent across public information, offer communications, finance guidance and the *(RAP2 Belmont College Student Contract)*.

Belmont College may assess applicants to determine whether they qualify for home fee status, self-funded status, sponsored status or other classifications where applicable. Applicants may be required to provide evidence of residency, immigration status, previous study, sponsorship, funding eligibility or other relevant documentation. Where evidence is insufficient, registration may be delayed until the fee status assessment is complete.

Applicants are responsible for ensuring that funding arrangements are in place to support tuition fees and living costs. Where a student is sponsored by an employer or third party, the student may remain responsible for fees if the sponsor does not pay, unless the applicable terms state otherwise. These responsibilities must be explained in the *(RAP2 Belmont College Student Contract)* and the *(CAP4 Belmont College Fees, Refunds and Compensation Policy)*.

Where Belmont College's future OfS funding approval or student finance arrangements change, applicants and students will be informed of any material effects on fees, funding, registration, student support or contractual arrangements. Belmont College manages transition fairly, transparently and in a way that protects student interests.

17. Additional Admissions Requirements, Safeguarding and Fitness to Study

Some programmes or circumstances require additional admissions checks. These may include criminal conviction disclosure, Disclosure and Barring Service checks, health or fitness to study declarations, placement suitability checks, professional body requirements, safeguarding review, Prevent considerations, under-18 arrangements, right-to-study checks or reasonable adjustment planning.

Applicants must disclose relevant unspent criminal convictions where required by the programme, partner, professional body or law. Where a programme involves working with children, vulnerable adults, placements or professional practice, applicants may be required to complete DBS checks or equivalent checks. Decisions involving criminal conviction information must be proportionate, risk-based, confidential and made by authorised staff in line with the (*HSP1 Belmont College Safeguarding and PREVENT Policy*), the (*Bellmont College Recruitment of Ex-Offenders Procedure*) where applicable and relevant Liverpool Hope University requirements.

Where a programme requires a health declaration or fitness to study or practise assessment, applicants will be told this in the recruitment information and during the admissions process. Belmont College may refuse admission, defer admission, require adjustments, or require further evidence where a health declaration or professional suitability issue means the applicant cannot safely or effectively meet programme or placement requirements. Decisions must be made carefully and with appropriate support and confidentiality.

Applicants with disabilities or additional support needs are encouraged to disclose support needs early so that Belmont College can consider reasonable adjustments and plan support. Disclosure will normally be handled separately from academic selection unless the information is directly relevant to a mandatory programme requirement, safeguarding issue, fitness to practise requirement or reasonable adjustment planning.

Where an applicant is under 18 at the point of entry, Belmont College applies appropriate safeguarding, parental or guardian communication, risk assessment and support arrangements in line with the (*HSP1 Belmont College Safeguarding and PREVENT Policy*) and any relevant Liverpool Hope University requirements.

18. Programme Changes, Course Withdrawal and Applicant Protection

Applicants should normally be able to rely on the material information provided to them when deciding whether to apply or accept an offer. However, there may be circumstances where changes to programme content, delivery arrangements, location, timetable, assessment, staffing, partner arrangements, accreditation, intake dates or course viability become necessary.

Where a proposed change is minor and does not materially affect applicants, it may be managed through normal academic and operational processes. Where a change is material, Belmont College assesses the impact on applicants and offer holders, explain the reason for the change, consult where appropriate, and identify mitigation or alternatives. This may include an alternative programme, deferral, revised delivery arrangement, withdrawal option, refund or compensation where justified.

If a programme is withdrawn after applicants have applied or accepted offers, Belmont College informs affected applicants as soon as reasonably practicable. For Liverpool Hope University collaborative provision, Belmont College works with Liverpool Hope University under the relevant partnership and academic quality arrangements. Applicants will be told

what options are available and which institution is responsible for the relevant decision, complaint or redress route.

Material changes and course withdrawal risks will be reported through the Recruitment, Admissions and Registry Committee, Quality Committee, Senior Management Team, Academic Team and Board of Directors where appropriate. Student protection matters will be managed under the *(CAP1 Belmont College Student Protection Plan and Policy)* and, where applicable, the *(Liverpool Hope University Student Protection Plan)*.

19. Data Protection, Confidentiality and Information Sharing

Bellmont College collects and processes personal data relating to prospective students, enquirers, applicants, offer holders and enrolled students. Data may include contact details, academic history, identity documents, residency evidence, fee status information, immigration information, equality monitoring data, disability or support information, safeguarding information, criminal conviction information, interview records, written assessments, admissions decisions and funding information.

Personal data will be processed in accordance with the UK GDPR, the Data Protection Act 2018, the *(BCP7 Belmont College General Data Protection & Regulation (GDPR) Policy)*, the *(Bellmont College Admissions Privacy Notice)* and the *(Student Privacy Notice)*. Belmont College processes data lawfully, fairly, transparently and securely, and will restrict access to staff who need the information for admissions, academic review, support, safeguarding, quality assurance, reporting, complaints or legal compliance purposes.

Where programmes are delivered in partnership with Liverpool Hope University or another awarding body, Belmont College may share applicant and student information with the partner institution for admissions processing, registration, quality assurance, student support, regulatory reporting, academic administration or compliance purposes. Applicants must be told about relevant information sharing through privacy notices and admissions information.

Special category data and criminal conviction data must be handled with particular care. Committee reports should use anonymised or aggregated data where individual details are not necessary. Individual cases must be stored securely and shared only where there is a legitimate reason under the *(BCP7 Belmont College General Data Protection & Regulation (GDPR) Policy)*, the *(HSP1 Belmont College Safeguarding and PREVENT Policy)* or applicable law.

20. Applicant Conduct, Fraud, Misrepresentation and Omission

Bellmont College expects all applicants, representatives, visitors and staff to behave respectfully and professionally throughout the recruitment and admissions process. Belmont College does not tolerate hostile, threatening, aggressive, abusive, discriminatory, harassing or intimidating behaviour, nor attempts to bribe, pressure or improperly influence staff.

Where applicant behaviour is inappropriate, Belmont College may issue a warning, restrict communication methods, require a single point of contact, discontinue consideration of an application, reject an application or take immediate action where there is a serious risk to staff, students or the wider College community. Such action must be proportionate and recorded.

Applicants must not omit material information, submit fraudulent documents, provide false or misleading statements, misrepresent qualifications or experience, use another person to complete assessments, plagiarise application material, or conceal information that is relevant to the admissions decision. Suspected fraud, misrepresentation or omission may result in rejection of the application, withdrawal of an offer, cancellation of enrolment, disciplinary action under the (*LTP6 Belmont College Academic Integrity and Misconduct Policy*), or referral to relevant authorities, awarding bodies or partner institutions where appropriate.

Admissions and academic staff will receive training to identify document irregularities, inconsistent information, potential plagiarism, identity concerns and inappropriate conduct. Fraud and misrepresentation risks will be monitored through the Recruitment, Admissions and Registry Committee.

21. Feedback, Appeals, Complaints and Redress

Bellmont College is committed to ensuring that applicants are treated fairly and that concerns are handled transparently and within reasonable timescales. Applicants may request feedback on admissions decisions where appropriate. Feedback should normally explain the decision by reference to the published criteria, the assessment method used and the stage reached in the process. The level of detail may vary depending on the nature of the application and the volume of applications.

Applicants may raise concerns about the conduct of the admissions process, procedural irregularity, administrative error, failure to follow published procedures, inaccurate information, discrimination, poor communication or unreasonable delay. Concerns should normally be raised first with the Admissions Team or Head of Professional Services so that they can be resolved informally where possible.

Where concerns are not resolved, applicants may use the (*CAP3 Belmont College Complaint and Appeal Policy and Procedure*) or, where the matter relates to an Liverpool Hope University admissions decision or Liverpool Hope University process, the (*Liverpool Hope University Applicant Appeals and Complaints Procedure*). Applicants will be signposted to the correct route and should not be passed between institutions without clear guidance.

An appeal or complaint will not normally succeed simply because an applicant disagrees with an academic judgement that has been properly made. However, applicants may challenge whether the correct procedure was followed, whether relevant evidence was considered, whether there was bias or discrimination, whether the decision was based on inaccurate information, or whether the reasons were communicated properly.

Complaint and appeal outcomes will be monitored for themes by the Recruitment, Admissions and Registry Committee, Quality Committee, Senior Management Team and Board of Directors. Where trends identify weaknesses in information, process, staff training, equality, communication or decision-making, corrective action will be agreed and monitored.

22. Enrolment, Registration, Induction and Transition to Student Status

Once an applicant has satisfied the admissions requirements and the application has been approved by Belmont College and, where applicable, Liverpool Hope University or another partner, the applicant may proceed to registration and enrolment. Registration may require final checks of qualifications, identity, fee status, funding, immigration status, terms and conditions, partner approval and any programme-specific conditions.

Applicants become students only when the required registration and enrolment steps have been completed and confirmed. Until that point, an offer may remain conditional or subject to outstanding checks. Belmont College communicates deadlines and requirements clearly and will explain the consequences of failing to complete registration.

Induction is a key part of the admissions-to-student transition. Belmont College provides structured induction to help students understand academic expectations, attendance and engagement requirements, assessment methods, academic integrity, student support, safeguarding, wellbeing, learning resources, IT systems, policies, complaints, appeals and student conduct. Attendance at induction may be mandatory and may be monitored.

Important policy signposting at induction will include the *(Bellmont College Student Handbook)*, the *(RAP2 Belmont College Student Contract)*, the *(LTP9 Belmont College Attendance, Retention and Submissions Policy)*, the *(LTP6 Belmont College Academic Integrity and Misconduct Policy)*, the *(CAP3 Belmont College Complaint and Appeal Policy and Procedure)*, the *(CAP5 Belmont College Academic Appeals Policy)*, the *(HSP1 Belmont College Safeguarding and PREVENT Policy)*, the *(SWP4 Belmont College Mental Health and Wellbeing Policy)* and the *(QGP4 Belmont College Student Handbook)*.

23. Collaborative Provision with Liverpool Hope University and Future OfS Funding Arrangements

Bellmont College currently delivers higher education provision in collaboration with Liverpool Hope University. Under this model, recruitment, admissions, offer-making, registration, student support, academic regulations, complaints, appeals and student protection may involve responsibilities held by Belmont College, Liverpool Hope University or both institutions. Applicants must be told which institution is responsible for the relevant part of their journey.

Relevant Liverpool Hope University information has informed this policy, including Liverpool Hope University's expectation that candidates selected for admission should demonstrate academic ability and personal motivation to succeed, that entry criteria and assessment methods should be transparent and reviewed, that professional or placement requirements

may include health screening or criminal conviction checks, that applicants declaring disability should be supported to discuss their needs, and that applicants should be informed of significant programme changes between offer and enrolment.

Where Belmont College recruits students to an Liverpool Hope University degree pathway, local admissions practice must remain consistent with Liverpool Hope University academic standards, regulations, admissions policies, partnership agreements and quality assurance requirements. Belmont College works with Liverpool Hope University where applications require partner approval, where offer or registration decisions depend on Liverpool Hope University processes, where complaints or appeals should be handled through Liverpool Hope University procedures, or where programme changes affect applicants.

Bellmont College is seeking OfS approval for its own funding arrangements and may in future operate with different regulatory, funding, awarding or student finance responsibilities. Future changes may affect application routes, student finance eligibility, offer wording, student contracts, reporting, student protection, quality assurance, data sharing or committee oversight. Any such changes must be governed through the Board of Directors, Senior Management Team, Academic Team, Quality Committee, Recruitment, Admissions and Registry Committee and Student Staff Committee as appropriate.

Bellmont College protects applicants and students during any transition by providing clear information, avoiding misleading communications, honouring fair offers where possible, using approved student protection arrangements, maintaining academic standards, consulting or communicating with affected applicants and students, and signposting complaints or redress routes where needed.

24. Roles and Responsibilities

Recruitment, selection and admissions involve academic, professional services, quality, finance, student support, safeguarding and governance responsibilities. The table below summarises key responsibilities.

Role	Responsibility
Board of Directors	Retains ultimate governance oversight of recruitment, selection and admissions, including academic quality, student outcomes, regulatory compliance, risk, equality, student protection and institutional performance.
Audit & Risk Committee	Advises the Board of Directors on admissions-related risk, audit, internal control, financial sustainability, data protection, fraud,

	student protection, regulatory compliance and assurance over OfS requirements.
Academic Committee	Acts as the academic authority and oversees admissions standards, entry requirements, academic judgement, programme capacity, academic readiness, quality assurance and partner academic requirements.
Senior Management Committee	Leads operational planning, resourcing, recruitment strategy, admissions delivery, risk response, partner coordination and implementation reporting.
Quality Committee	Provides assurance on admissions quality, public information, fairness, complaints and appeals themes, student outcomes, policy implementation and enhancement.
Chief Executive Officer (CEO)	Holds executive accountability for implementing Board-approved strategy and ensuring that recruitment and admissions are lawful, fair, resourced, compliant and aligned with student interests.
Head of Quality & Operations	Leads the quality assurance framework, policy review, regulatory alignment, public information audit, committee reporting and partner-compliance monitoring for recruitment and admissions.
Head of Academic Programmes	Provides academic leadership for admissions standards, academic judgement, interviews, written assessment standards, Accreditation of Prior Learning, programme suitability and academic readiness.
Head of Professional Services	Oversees recruitment, admissions, applicant communications, enquiry management, conversion, registration support, student support and data-informed improvement of continuation, completion and progression outcomes.
Head of IT & Human Resources	Ensures staff recruitment, staff development, fair employment practice, secure digital systems, data management and systems support for admissions and regulatory reporting.

Programme Coordinator and academic staff	Support programme information, academic review, interviews, written assessments, applicant guidance, induction and alignment with programme learning expectations.
Admissions Team	Provides applicant guidance, processes applications, checks evidence, coordinates interviews and assessments, records decisions, communicates outcomes and maintains applicant records.
Registry	Maintains admissions, registration, enrolment, attendance and student records and supports data integrity, reporting and partner submission requirements.
Finance and Funding staff	Provides accurate fee and funding information, supports fee status assessment and ensures finance communications are consistent with the <i>(CAP4 Belmont College Fees, Refunds and Compensation Policy)</i> .
Student Support and Wellbeing staff	Provides guidance on support needs, wellbeing, disability support, reasonable adjustments and transition to study through the <i>(QGP4 Belmont College Student Handbook)</i> and relevant student support routes.
Safeguarding staff	Advise on safeguarding, Prevent, under-18s, DBS, disclosure, risk assessment and escalation in line with the <i>(HSP1 Belmont College Safeguarding and PREVENT Policy)</i> .
Equality, Diversity and Inclusion leads	Monitor fairness, accessibility, reasonable adjustments and differential outcomes under the <i>(SWP2 Belmont College Equality, Diversity and Inclusion Policy)</i> .
Applicants	Provide accurate information, disclose relevant matters, submit evidence on time, attend required activities, behave respectfully and engage with Belmont College communications.

25. Governance and Committee Implementation Framework

Recruitment, selection and admissions are implemented through Belmont College's governance and committee structure. The purpose of this structure is to ensure that admissions activity is not only completed operationally, but monitored for fairness, academic standards, equality, student outcomes, consumer protection, safeguarding, data integrity and risk.

The implementation model is: publish accurate information; receive and check applications; assess applicants fairly; record decisions and reasons; verify documents; communicate outcomes; complete partner approval where applicable; register and induct students; monitor data and feedback; report themes to committees; escalate risks; and revise processes where evidence shows improvement is needed.

Committee / Body	How it implements this policy
Board of Directors	Receives assurance on recruitment, selection and admissions compliance, student protection, equality, risk, OfS developments, partnership matters and material changes.
Audit & Risk Committee	Monitors admissions-related risks, including fraud, data protection, public information, over-recruitment, under-recruitment, funding, student protection, partner compliance and business continuity.
Academic Committee	Provides academic governance oversight of entry requirements, admissions standards, academic judgement, programme capacity, Accreditation of Prior Learning and academic risk.
Senior Management Committee	Leads operational implementation, recruitment strategy, resourcing, admissions risks, partner coordination, student protection and corrective actions.
Quality Committee	Provides assurance on public information, admissions quality, fairness, complaints and appeals themes, student outcomes, policy implementation and enhancement.

Recruitment, Admissions and Registry Committee	Reviews recruitment performance, applications, offers, interview processes, written assessments, admissions decisions, enrolment, records and data integrity.
Learning and Teaching Committee	Reviews academic readiness, programme suitability, induction, assessment implications, student continuation and teaching capacity linked to admissions decisions.
Student Staff Committee	Provides a student voice route once applicants become students and supports review of admissions information, induction and transition arrangements.

26. Training, Monitoring, Audit and Evidence

Bellmont College provides proportionate training for staff involved in recruitment, selection and admissions. Training may cover admissions criteria, interviewing, written assessment, fair admissions, unconscious bias, equality and reasonable adjustments, safeguarding and PREVENT, data protection, public information, consumer protection, fee assessment, document verification, fraud prevention, partner requirements and complaints handling.

Monitoring will include recruitment data, enquiry and application trends, conversion, offer rates, unsuccessful decisions, reasons for rejection, interview scoring, written assessment outcomes, document verification issues, fee status issues, equality monitoring, complaints and appeals, student continuation, induction feedback, applicant feedback, public information audits and risk reports.

Evidence retained may include application records, interview records, written assessment criteria and scores, offer letters, document checklists, partner submission records, fee assessments, funding correspondence, privacy notices, public information review records, training logs, committee minutes, action logs, complaints reports, equality impact assessments, safeguarding records where relevant and risk register updates.

Where monitoring identifies inconsistent practice, unclear information, equality concerns, delays, excessive complaints, data quality issues, fraud risk, student continuation concerns or partner compliance issues, an action plan will be agreed through the relevant committee. Actions will be assigned to named owners, given timescales, monitored to completion and reported through the governance structure.

27. Conclusion

Bellmont College is committed to maintaining recruitment, selection and admissions arrangements that are fair, transparent, inclusive, professionally managed and aligned with

student interests. Belmont College recognises that admissions decisions affect access to opportunity, academic success, financial commitments and confidence in the institution.

Through this policy, Belmont College confirms that applicants will receive clear and accurate information, be assessed against relevant and published criteria, receive appropriate support, be protected from misleading communications and unfair practices, and have accessible routes for feedback, complaints and appeals.

Bellmont College continues to work collaboratively with Liverpool Hope University to maintain academic standards, fair admissions and student protection for collaborative provision. It will also manage any future OfS funding approval or institutional transition carefully and transparently, ensuring that applicants and students remain informed, supported and protected.

Implementation of this policy is monitored through the Board of Directors, Senior Management Team, Academic Team, Quality Committee, Recruitment, Admissions and Registry Committee, Learning and Teaching Committee, Student Staff Committee, and Safeguarding Team. This ensures that recruitment and admissions remain embedded in governance, quality assurance, equality, risk management and continuous improvement.

Bellmont College Recruitment, Selection and Admission Policy					
Version	Date	Author(s)	Amendments	Approved by	Next review
1	March 2023	Head of Quality and Operations	New document	Board of Governors	February 2024
2	February 2024	Head of Quality and Operations	Revised; no update or changes made	Board of Governors	October 2024
3	October 2024	Head of Quality and Operations	Revised document	Board of Governors	October 2025
4	March 2026	Head of Quality and Operations	Revised document	Board of Directors	March 2027