

MSE: STUDENT ADMISSIONS

Aims:

In line with the *Terms and Conditions* and other school policies such as *Equal Opportunities* and *Safeguarding*, Mayfair School of English is committed to abiding by the following principles in the case of all student enrolments:

- To ensure that only individuals over the age of 18 are permitted to enrol independently on courses or book accommodation with the school.
- To ensure that all school policies are applied when the applicant has learning or physical disabilities.
- To ensure accurate information and advice is given to potential students and their representatives (agents) where applicable with regard to immigration (visa) requirements, appropriate courses and accommodation options.
- To ensure all students at the school are registered correctly and that all arrangements are in place prior to arrival.

1 ADMISSIONS POLICY

Mayfair School of English is dedicated to meeting the aims referred to above in relation to all student enrolments by way of the following policy commitments:

- To gather all appropriate and relevant information concerning the applicant before arrival.
- To correctly identify the relevant immigration status/requirements in the case of each applicant and process the individual student's enrolment accordingly.
- In the case of students with disabilities, to ensure adequate communication and liaison throughout the enrolment process between all departments involved i.e. academic management team, registration team including accommodation and the (Managing) Director / Principal of the school.
- To ensure all documentation pertaining to enrolments is kept securely, both digitally via the school's secure database and hardcopy, where it may be accessed as required by a member of the school's administrative team and made available to relevant authorities (UKBA) upon request.
- To ensure that the school's enrolment systems remain compliant with current UKBA policy at all times.
- In accordance with the school Safeguarding Policy, students aged 16 -17 years may be enrolled by a parent or guardian onto adult programmes and applications must be supported by a parental consent form.

2 ENROLMENT PROCEDURES

The following documentation must be provided for enrolment:

1 EU / EEA / Swiss nationals

- Completed *Application Form*
- Signed *Terms & Conditions*
- Colour copy of passport (original seen)
- Indication of student's current level of English; e.g. certificate or online test

2 Nationals not from an EU (European Union) or EEA (European Economic Area) country, or Switzerland

Visa Nationals must apply for leave to remain to study in the United Kingdom on a Short Term Student Visa of for up to 11 months. Mayfair School of English will confirm the enrolment for students who need to apply for a visa on receipt of the following:

- Completed *Application Form*
- Signed *Terms & Conditions*
- Colour copy of passport (original seen)
- Indication of student's current level of English; e.g. certificate or online test
- Confirmation of full payment of fees for the programme of study

3 Accommodation

For students wishing to book accommodation, we require the following documentation at least 5 working days before the first day of the intended booking:

- Completed *Accommodation Form*
- Signed *Terms & Conditions*
- Confirmation of full payment of accommodation fees

All MSE forms have been hyperlinked above and can also be downloaded from our website

here: <https://www.mayfairschool.co.uk/useful-info/download/>

3 STUDENTS WITH LEARNING OR PHYSICAL DISABILITIES

To reflect the school's commitment to *Equal Opportunities* we aim to make facilities and academic services accessible to as wide a range of potential students as possible including those with learning or physical disabilities.

In line with the above, Mayfair School of English is committed to welcoming and providing support students who have a physical or learning disability; including but not limited to, the following:

- wheelchair users
- the sight-impaired
- the hearing-impaired
- those with dyslexia
- those with dyspraxia
- those with dyslexia

Facilities and site access:

In addition to this written undertaking, our school's commitment to inclusivity is underpinned by considerable investment at our site where we provide the following facilities to increase access for students with physical disabilities:

- Lift access from street level to all floors of operation
- Disabled toilet on 5th floor
- Interactive classroom technology and whiteboards with high-resolution display
- Stereo sound for the above

Enrolment:

Prospective students are required to inform us of any physical disability or other health issue which may affect their ability to study in the course of their application for a place on a course. This is so that we can ensure the safety of all students it accepts into the school and to enable our staff to provide practicable support where possible.

Should it be felt that the nature of a disability makes it impracticable or unsafe for the school to accommodate a student, Mayfair School of English reserves the right to decline an application. In the case where an individual has not declared a disability during the enrolment process, the school similarly reserves the right not to accommodate them on the same grounds. In such cases, the school will refund all course fees paid in line with its terms and conditions and provide all practicable support to assist the individual in finding a suitable programme of study at alternative institution.

Post-enrolment:

In line with our Equal Opportunities policy, where a student with a learning or physical disability is accepted onto a course of study at Mayfair School of English, the school will provide all practicable support for the duration of the student's stay to ensure that he or she is able to follow their course safely and productively. In such cases, all relevant teachers, students and other members of staff will be made aware of particular needs of the students concerned to facilitate the above.

4 EXCLUSIONS

All students enrolled at the school are expected to abide by the tenets of the school's *Equal Opportunities* policy; failure to do so may, in extreme cases, result in students being excluded from the school and their courses curtailed.