PERFORMERS COLLEGE

Admissions Policy

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1. Introduction

1.1. Performers College is committed to promoting equal opportunities for all applicants to each of our Colleges. We actively seek to recruit a diverse student body that is reflective of the wider community, including students from the UK and overseas and mature applicants. We believe that a diverse student body provides for a more creative and dynamic community, and this is in line with our ethos and mission. No applicant will be excluded from entry to any course as a result of discrimination on the grounds of age, race, colour, nationality, ethnic origin, sex or sexual orientation, mental status, disability, religion or belief. Performers College will operate within the guidelines of the Equality Act 2010. The Admissions Team is led by the Head of Sales, Marketing & Recruitment, who supervises, and is responsible for, the implementation of this Policy.

1.2. This Policy is intended to inform the actions of staff when carrying out the admissions functions of Performers College, ensuring that fairness and consistency are embedded within the admissions process. It is also intended to inform prospective students, applicants/agents of the details of the admissions process to help them through the process, as well as to manage their expectations of Performers College.

2. Aims

2.1. This Policy aims to ensure that:

- All entry criteria are transparent and justifiable;
- All applicants to Performers College are treated fairly, in a transparent and consistent fashion;
- All applications are responded to promptly and efficiently;
- All applications are processed by and decisions thereon are made by appropriate staff;
- Clear and impartial advice is given to applicants and that they are placed on the most appropriate course;
- Performers College complies with the UK Quality Code and all applicable laws.

2.2. Performers College is committed to excellence in admissions and aims to provide a professional, fair, equal and transparent service to all applicants. Performers College aims to recruit students who have the potential to meet the demands of and benefit from their course. Performers College is also committed to the widening participation agenda and will take every possible step to ensure that no prospective student or applicant is treated unfavourably.

3. Our Promise

3.1. Performers College undertakes to:

- Conduct regular reviews of all admissions procedures;
- Treat all applicants fairly in line with the terms of this Policy;
- Provide prospective students with factual information about our courses and what students can expect to experience, through our website and our prospectus materials, and through any promotional events and College exhibitions we may attend;
- Encourage all prospective students to seek further advice and guidance at an Open Day;
- Regularly review all prospectus and website materials to ensure accuracy and currency.

4. Pre-Application

4.1. Performers College commits to dispatching a physical prospectus pack to all potential applicants

within 48 hours of their initial enquiry. Prospectuses are also available to download from the website.

4.2. Pre-application information is available from the website, in the prospectus, and leaflets or brochures covering the following areas:

- Course specifications and details including indicative curriculum information;
- Accreditation/approval of courses by professional bodies or Partner Colleges and Universities;
- Course structures, duration, mode of attendance and qualification title;
- The general and subject specific entry requirements for each course;
- The range of resources available at each College, including information on the virtual learning environment and other on-line learning resources;
- The details of lecturers in each specialist department;
- The details of all senior staff at each College;
- Details of academic policies and processes via the website;
- Information on Performers College Open Days and College tours;
- How to apply to Performers College (including UCAS application details);
- Recent Performers College masterclasses and other events;
- Course fees and payment arrangements, and sources of financial advice;
- Sources of financial assistance (internal and external), including scholarships and bursaries.

4.3. Performers College is committed to providing all applicants with all material information required to make an informed decision about their choice of provider and course. However, as printed materials may have been published well in advance of any start date, Performers College reserves the right to make amendments to the published contents, methods of delivery or specific entry requirements of courses if such action is reasonable and considered to be necessary. We endeavour to ensure that all information available on our website is up-to-date and encourage stakeholders to see this as the authoritative source of course information.

4.4. Performers College endeavours to inform applicants at the earliest opportunity of any significant changes to the content or format of a course that are made between application and enrolment. Performers College aims to provide all the courses that are advertised in the prospectus, on our website and where applicable, on the UCAS website. However, if it becomes necessary to withdraw a course, or a particular intake of a course, Performers College will inform applicants to the course at the earliest opportunity and will give applicants the chance to be considered for an alternative course where possible (see student Terms & Conditions for further details).

5. Selection of Students

5.1. Students are selected on the basis of evidence of: (i) academic achievement; (ii) performance experience and/or potential; and (iii) performance at interview or audition (as appropriate), in each case as against the advertised admissions criteria for a particular course. In addition, admissions staff look for the evidence of an individual's potential to benefit from study at Performers College and to make a positive contribution to the College. We aim to secure a good match between the abilities and aptitudes of the applicant and the demands of the course. We ensure that any offer made is at a level which is appropriate to the potential of the applicant to succeed and progress towards the achievement of their own goals.

5.2. Performers College will assess all applications on an individual basis.

6. Admissions Process

6.1. **Applications**

Applications to Performers College must be made through one of the following routes:

- Further Education courses - Direct application to Performers College.
- Undergraduate courses - Applications must be submitted through UCAS (Universities & Colleges Admissions Service).
- Postgraduate courses - Direct application to Performers College.

6.2. **Undergraduate Audition/Interview**

6.2.1. The audition/interview is an essential tool for allowing staff to take full account of the applicant's skills and potential to succeed on their chosen course. The information recorded on the audition/interview form comprises academic qualifications, dance, drama, vocal technique, relevant experience, and discipline ability. All Assessors are trained in supportive audition methods and equality of opportunities.

6.2.2. The audition process is conducted in a group and one-to-one basis by members of Performers College specialist teaching team and hosted by the Admissions team and a team of student volunteers, who provides information about the College and the admissions processes.

6.2.3. Applicants will be expected to demonstrate an appropriate level of performance skills.

6.2.4. Applicants may also be asked to explain what they hope to gain from the course and their future aspirations.

6.2.5. Upon request by the applicant, or where deemed reasonably necessary by Performers College, applicants will receive an explanation of the academic and other support services available.

6.2.6. All applicants will be given the opportunity to declare any additional learning support needs at audition / interview and, should these be identified, they will be followed up by appropriate specialist member of staff once an offer has been made.

6.2.7. Whilst it is our preference that auditions/interviews be undertaken in person, we provide an alternative to in-person auditions/interviews for applicants that are not able to travel to one of our College locations (e.g. international students, or as a result of measures in place in respect of the Covid-19 pandemic). Such applicants' suitability can be assessed through the submission of a remote demo or digital portfolio and/or virtually via video call. These are designed to enable the applicant to demonstrate an appropriate level of skills for their course of choice.

6.2.8. If an applicant is asked to submit a remote audition or digital portfolio:

- Applicants will be issued with guidelines for the submission upon receipt of their application.
- Applicants will be asked to submit within 10 working days of receipt of these guidelines.
- Submissions are reviewed by an Assessor, who will complete a pro forma and make a recommendation regarding the applicant's submission.
- Applicants assessed may be invited to attend a remote interview with the course leader or admissions tutor if further evidence of their suitability is required.

6.3. **Diploma Audition/Interview**

6.3.1. The audition/interview is an essential tool for allowing staff to take full account of the applicant's skills and potential to succeed on their chosen course. The information recorded on the audition/interview form comprises academic qualifications, dance, drama, vocal technique, relevant experience, and discipline ability. All Assessors are trained in supportive audition methods and equality of opportunities.

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- Applicants will be asked to submit within 10 working days of receipt of these guidelines.
- Submissions are reviewed by an Assessor, who will complete a pro forma and make a recommendation regarding the applicant's submission.
- Applicants assessed may be invited to attend a remote interview with the course leader or admissions tutor if further evidence of their suitability is required.

6.4. **Interview for Postgraduate Provision**

6.4.1. Applications for postgraduate courses are made directly to Performers College. All applicants are invited to attend an interview with an Assessor. Interviews can be conducted face to face within one of the Colleges, over the phone or virtually via video call.

7. Entry Criteria

7.1. The minimum standard entry requirements for all Performers College courses are set out below.

7.2. Additional entry requirements and typical offers (including information on actual entry tariffs) for each course are published annually in prospectuses, on the Performers College website and, where applicable, on the UCAS website.

7.3. Entry requirements are reviewed on an annual basis and are updated if necessary, and Performers College ensures that the most up to date information is published on its website.

7.4. **Academic entry requirements**

7.4.1. **Further Education:** For the Extended Diploma course, a minimum of 3 GCSEs must have been achieved at grade C/4, to include English Language. For the Trinity Diploma, admissions

decisions are based on the audition only. For courses that receive funding, specific requirements may be detailed at point of an offer being made.

7.4.2. **Undergraduate:** Please refer to each course overview on the Performers College website for specific entry requirements. Applicants aged 18 or above who wish to study an undergraduate course must have obtained the minimum Level 3 requirements/UCAS points for the course of interest by the course start date.

7.4.3. **Postgraduate:** Applicants will be required to have achieved an undergraduate degree at 2:2 or above or significant professional experience in the creative arts/industries. A portfolio may be requested for Recognition of Prior Certified or Experiential Learning (RPCEL).

7.5. **English Language Requirements**

7.5.1. All courses at Performers College are taught and assessed in English. At the point of entry, all applicants should have achieved a GCSE grade C/4 in English Language, or other accepted equivalents.

7.5.2. Applicants whose first language is not English and for whom the majority of their education has not been in English will also need to demonstrate proficiency in English language by formal academic qualification, meeting the minimum standard B2 Level for all courses. Specific requirements are outlined in the course overviews or within an offer.

7.6. **Alternative Qualifications**

7.6.1. Applicants with qualifications equivalent to those required (and detailed above) or with equivalent evidence of experiential learning will also be considered. Further information about Recognition of Prior Learning and Recognition of Prior Practice can be found in Section 11 below.

7.6.2. Applicants are normally expected to achieve, or already have, the published course entry requirements. Exceptionally, applicants who do not meet course entry requirements may still be considered if the course team judges the application demonstrates additional strengths and alternative evidence. This might, for example, be demonstrated by:

- related academic or work experience;
- the quality of the personal statement;
- a strong academic or other professional reference;
- evidence of motivation, potential, knowledge and ability to study the chosen course; or
- a combination of these factors.

7.6.3. Performers College is committed to giving full and fair consideration to all entry qualification information presented by individual applicants. Performers College will only offer a place where there is evidence that an applicant is capable of completing their chosen course with a good final classification, and as such, Performers College reserves the right to exercise academic judgement and discretion when assessing any prior attainment.

7.7. **Applicants with non-UK Qualifications**

7.7.1. Admissions staff have experience in considering a wide range of international qualifications against Performers College's entry requirements. Information for international applicants can be found on the website. Prospective applicants who wish to discuss if their qualifications will meet the entry criteria should contact the Admissions Team at admissions@performerscollege.co.uk or on 01375 672 053.

8. Right To Study Checks

8.1. As per Home Office requirements, Performers College, as part of BIMM Institute, is required to check that students hold an immigration status which permits them to study in the UK for the full duration of their course. Both current and new students are therefore required to undergo a right to study check during the admissions process and at the point of enrolment. You will need to provide evidence of your current immigration status (typically a passport and evidence of your immigration permission in the form of a Biometric Residence Permit, Entry Clearance Vignette and/or Digital Immigration Status) confirming that you have the right to study in the UK.

8.2. If your immigration status does not cover the full duration of your course, or if you have a pending permission to remain application with the Home Office, we will contact you to obtain further information in order to establish whether you have a right to study in the UK. We may also request you to provide written consent for us to conduct an immigration history check with the Home Office to verify the information that you provide us with. If we are unable to establish whether you have the right to study in the UK, we may request you to consider deferring your studies until such time as you have secured an immigration status which allows you to study in the UK.

8.3. The Admissions team may request copies of your passport (and previous and current visas) at the point of your application to determine your fee status (Home/International) and the tuition fees you will be required to pay for your course. Additionally, the Admissions Team will use this information to assess whether you will require a Student Route Visa to study in the UK.

8.4. As part of the enrolment process, we will request that you provide us with your immigration documents (passport, entry clearance vignette and BRP) for verification purposes. We may also request that you provide us with your original qualification certificates and transcripts (as detailed in your offer) for verification purposes. Please note that these checks may be conducted in person or digitally in accordance with prevailing Home Office guidance.

8.5. Please refer to section 19 (International Students) below for further information for applicants who are determined to be International Students.

9. Tuition Fee Status

9.1. All applicants are required to indicate their nationality, country of birth and country of permanent residence as part of their application. In most cases the provisional residential category indicated on the application form will enable Performers College to make a decision on the fee status of an applicant. Applicants can be assessed as eligible to pay either Home tuition fees, or overseas tuition fees. If Performers College considers an applicant's fee status to be unclear from the information provided in their application, we will write to the applicant to ask for further information. This process will normally take place before the applicant has been academically assessed. Performers College reserves the right to identify an applicant as eligible to pay overseas tuition fees at any point in the admissions process up to the point of enrolment.

9.2. Please refer to Section 19 (International Students) below for further information for applicants who are determined to be International Students.

10. Applications: Decision-Making

10.1. Once the selection and admissions processes outlined above has been concluded, an offer or an unsuccessful decision will be made, the process for which is set out below.

10.2. **Offers**

10.2.1. All offers will provide details of Performers College's student Terms & Conditions.

10.2.2. Performers College is committed to ensuring that offers will be in a clear, easy to understand form and will be consistent with the published entry requirements.

10.2.3. If the course team who are considering the application deem the application to be more appropriate to an alternative course of study an alternative course offer may be made. Applicants will be informed of this offer to an alternative course either at interview or by telephone. Applicants do not have to be considered for an alternative course and can opt out from this process at any point during the admissions cycle.

10.3. **Offers for Undergraduate Courses**

10.3.1. Applications for undergraduate courses are made through UCAS. Offers will be issued in line with UCAS procedures once the applicant has completed the required application processes. For further information regarding UCAS application deadlines, visit www.ucas.com. Enrolment and Induction packs are sent out to all prospective students six weeks before the commencement of the course.

10.3.2. Offers may be unconditional or conditional.

10.3.3. An unconditional offer will be made if the applicant has met all the academic selection criteria for the course.

10.3.4. A conditional offer will be made if some of the academic selection criteria for the course still must be met and/or the offer has been made before the applicant has undertaken an interview or audition. As an example, an offer may be dependent on results of qualifications currently being studied for by the applicant.

10.4. **Offers for Diploma Courses (Further Education)**

10.4.1. After a successful audition/interview, all applicants for diploma level courses will be sent an offer within 10 working days by email.

10.4.2. The offer will outline details of the course offered, any conditions of entry, information about fees and funding and any deposit required. A contract will also be enclosed which must be signed and returned within 28 days. Once this is received by the admissions team at Performers College, the applicant has secured a place and further contact will be in respect of their enrolment and induction.

10.4.3. Enrolment and Induction packs are sent out to all prospective students six weeks before the commencement of the course.

11. Recognition of Prior Learning (RPL) & Recognition of Prior Practice (RPP)

11.1. In order to fulfil Performers College's commitment to offer access to its courses to the maximum range of applicants, it is possible for prior learning or prior practice to be considered as part of an application.

11.2. If applicants have completed prior qualifications or training where the award obtained is equivalent to the entry requirements, then an RPL (Recognition of Prior Learning) application route can be considered. RPL applications are for applicants wishing to gain direct entry onto L5 (second year of study) or L6 (third year of study) on a Performers College undergraduate course.

11.3. Where an applicant wishes to transfer onto a Performers College course from another institution, we will undertake a review of their attainment in order to confirm that they are suitably prepared to enter the course at the level requested and that the credit achieved elsewhere can contribute to their qualification. For further information relating to RPL, please see the RPL Policy & Procedure.

11.4. In the case of an application for first year entry onto a Performers College undergraduate course where the applicant does not hold the minimum academic entry requirements, they may be considered via the RPP (Recognition of Prior Practice) route, which is based on prior professional practice or experiential learning that is relevant to their subject of study, gained though life or work experience.

11.5. An example of where an applicant may be eligible to benefit from an RPP application is where they may have worked for some time prior to application. Mature students (must be 19 years of age at course start date) are encouraged to outline other qualities and experiential learning that might be equivalent to the formal academic requirements. Performers College will take in to account all evidence for the applicant's suitability for the course and their achievement and skills at the audition.

11.6. Details of all qualifications currently held and to be taken should be included on the applicant's application form for consideration alongside information on skills and knowledge obtained. In order to provide confirmation of relevant experience applicants may be asked to provide further evidence for example a written statement, CV or additional references. The Admissions team dealing with the application will contact the applicant if further information is required. For further information relating to RPP, please see the RPP Policy & Procedure.

12. Deferral Requests

12.1. Applicants holding offers may request to defer their place for a maximum of one calendar year only.

12.2. Undergraduate applicants wishing to defer should use the UCAS application form to indicate that they wish to defer entry to the following year. Alternatively, they may contact the Admissions Team prior to UCAS Deadlines to discuss this option. Applicants who have applied for deferred entry and subsequently wish to cancel this request should contact Performers College as soon as possible.

13. Right Not To Make an Offer or To Withdraw an Offer

13.1. Performers College reserves the right not to make an offer, to withdraw any offer (or withdraw a student from a course if information comes to light after they have enrolled) on the basis of:

- an applicant including false, misleading, plagiarised or fraudulent information in, or omitting key information from, their application; or
- a declared criminal conviction or charge, as set out in Section 18 below.

13.2. Applicants suspected of providing, or found to have provided, false information will be referred

to UCAS, if their application was made via UCAS. The same is true of applicants who are suspected of omitting, or are found to have omitted, information that they are required to disclose. Applications identified by UCAS' Similarity Detection software to contain plagiarised material will be considered on an individual basis, taking into account the nature, relevance and importance of the plagiarism and the applicant may be contacted to discuss the application in more detail.

13.3. Performers College expects applicants to be respectful at all times to staff, fellow applicants and students. Aggressive or inappropriate behaviour or language or conduct that would fall short of the standards expected of students at Performers College will not be tolerated and may adversely affect the consideration of an application, complaint or appeal under this policy. Such action may result in the rejection of an application or a withdrawal of an offer.

14. Unsuccessful Applications

14.1. Performers College reserves the right to refuse admission to applicants:

- who have not met academic or non-academic entry requirements.
- where there is evidence that they are unable to meet the academic, professional or vocational requirements of the course.
- in the circumstances set out in Section 13 above on our right not to make, or to withdraw, an offer.
- where fitness to study concerns are raised during the application process or at attendance at an audition or interview (in accordance with the principles set out in our Fitness to Study Policy).
- where the course is full.

14.2. International students (who will be required to apply for a Student Visa) may be rejected if we consider that sponsoring the student may contravene relevant UK Visa & Immigration guidance or statutory requirements.

14.3. When advising an applicant that their application to a course of study has been unsuccessful, where possible they will be advised of alternative courses within Performers College for which there are vacancies or to offer guidance if feedback is requested by the applicant (see below).

14.4. If an application has been made through UCAS, following an unsuccessful decision it may be possible to use the clearing process to find an alternative course at another institution (see www.ucas.com).

15. Communication of Feedback

15.1. Requests for feedback should be made in writing by the applicant or someone that the applicant designates in writing to act on their behalf. Requests should be sent to the Admissions team dealing with the application in the first instance.

15.2. Performers College endeavours to respond to all requests for feedback within 20 working days. If a school advisor writes to request feedback on the way in which they are preparing applicants to a College, the request should be referred to the Admissions team dealing with the application.

15.3. Any subsequent correspondence related to a request for feedback must be referred to the Admissions team dealing with the application.

16. Re-application

16.1. There may be cases where applicants wish to re-apply to Performers College. The communication of a Performers College decision will give clear guidance to the applicant in cases of re-application, as follows:

- Applicants who decline an offer and who are not given a deferred place must reapply in the next or subsequent rounds of application. Applicants who have been previously offered a place (which has been declined) are not guaranteed an automatic offer in the next or subsequent rounds of application;
- Applicants who have been rejected and wish to reapply may do so, but they should be given guidance to the effect that even if they respond to the feedback given, they will not necessarily be successful in the next or subsequent rounds of application. This is because they will be assessed in the context of a new field of applicants.

16.2. Where a student is withdrawn either by the College or by the Progress Board as a result of non-engagement, they will not be entitled to re-apply for entry in the subsequent academic year.

17. Age On Entry

17.1. Performers College welcomes applications from people of all ages, subject to meeting our course entry requirements. We treat all our students, regardless of age on entry, as independent, mature individuals. However, under 18s living in England are considered by law to be children, which means BIMM has additional responsibilities towards students it admits who are under the age of 18 prior to the start of their course until the date at which they turn 18.

17.2. Applicants who are under 18 should be aware that they are applying to study in an adult environment. Performers College will take reasonable care to ensure that the content of any academic programme would be appropriate for students under the age of 18, but this can't be guaranteed. When Performers College makes an offer to any applicant who will be under 18 on entry it will also provide further guidance to the applicant and their parents or guardians, together with a consent form for the parents or guardians to complete.

17.3. Applicants to Further Education courses must be aged 16 at the start of the course.

18. Declaration of Criminal Convictions & Charges and DBS Checks

18.1. All applicants who are given an offer of a place to study at the Institute and firmly accept this offer are required to disclose relevant unspent convictions (as defined by the Rehabilitation of Offenders Act 1974) or charges, which may include one or more of the following:

- Any kind of violence including, but not limited to, threatening behaviour, offences concerning the intention to harm or offences which result in the actual harm of individuals.
- Sexual offences, including those listed in the Sexual Offences Act (2003).
- The unlawful supply of controlled substances or drugs.
- Offences involving firearms or weapons.
- Offences involving arson.
- Offences involving terrorism.

18.2. Following notification of a criminal conviction or charges, a senior member of the Admissions Team will investigate and collate relevant information for consideration. A Criminal Convictions & Charges Panel will then be convened to consider the case as required, and this Panel may consider any or all of the following in reaching a risk assessment-based decision about:

- whether the criminal conviction or charges are relevant;
- the nature and severity of any offences/charges and any sentences imposed;
- whether the offences/charges show a pattern of behaviour;
- age at date of offence;
- length of time since the offence was committed;
- whether the offences involve violence, threats of violence, or were of a sexual nature;
- whether there are any mitigating factors;
- whether the applicant's circumstances have now changed;
- Rehabilitation of Offenders Act 1974 and supporting guidance;
- the SPA Good Practice Guide – considerations for applicants with criminal convictions.

18.3. In addition to the above factors, the Institute will also consider whether admittance or ongoing attendance would have a detrimental impact on:

- the safety of staff, students, visitors and members of the public who are making use of the Institute's facilities or engaging with its activities;
- the need to protect the Institute's property and reputation;
- the applicant's right to an education and to not be discriminated against because of a criminal record.

18.4. The consideration of criminal convictions and charges is separate to the assessment of an applicant's academic suitability and will not impact upon the processing of an application.

18.5. Should an applicant fail to declare a relevant conviction that is subsequently discovered during the application process, this may result in an offer being withdrawn by the Institute.

18.6. Further details of our policy and procedure in respect of criminal convictions and charges is set out in our Applicant & Student Criminal Convictions & Charges Policy & Procedure.

18.7. Certain courses may require that a student undertakes a Disclosure & Barring Service (DBS) check. Where that is the case, details will be provided in the published course information and directly to the applicant following an offer being made.

19. International Students

19.1. Performers College, as part of BIMM Institute, complies with UK Home Office and UK Visas & Immigration (UKVI) requirements of the recruitment and sponsoring of International students. We have detailed information for international applicants and students on our UK Visa and Immigration webpages.

19.2. In addition to meeting the standard entry requirements for each course, international students who may need to be sponsored by us will also be required to meet UKVI's English language requirements at the level required for the course they wish to enter.

19.3. Applicants that require a Student Route Visa (SRV) to study in the UK Full time, will be first required to undergo a Confirmation of Acceptance for Studies (CAS) consultation with a member of the BIMM Institute Immigration and Compliance Team. We will ask for relevant supporting documents for a review prior to issuing a CAS. In some cases, applicants may be subject to an internal risk assessment, should there be any factors affecting SRV eligibility and to ensure all relevant UKVI statutory requirements and guidance requirements have been met.

19.4. Should you require any additional Visa support post enrolment, please contact immigration@bimm.ac.uk to confirm your eligibility.

19.5. You will require a new/additional Student Route Visa in the circumstances listed below:

- If you have completed a Performers College Diploma (L3) and wish to continue studying with on an undergraduate course (L4 entry). Even if the courses are the same discipline and Performers College is able to make an offer of a place on an undergraduate course, you will still be required to obtain a new/additional Student Visa.
- Successful internal transfer to a new course.
- Deferral/Intermission.
- Repeat studies, module trailing, approved extended mitigations (when your presence is required and where completion via the visitor route is not possible).

19.6. The Immigration & Compliance team will take the following factors into consideration:

- Study cap calculations to ensure you have not exceeded the permitted limits of studying on Student Visa set by UKVI.
- Attendance and engagement with your studies at Performers College on any previous course if you are applying to continue onto another Performers College course. The Immigration & Compliance team will look into both authorised and non-authorised absences to determine percentage of physical attendance. Your previous engagement with Student Support and International Admissions and Compliance team will also be considered, this may include adhering to your Student Visa agreement, learning agreement, attending arranged attendance meetings and responding to compulsory Student Visa questionnaires sent to students on a termly basis. For further details on your obligations in this regard, please view the UK Immigration and Visa Information here.
- Performers College reserves right to withhold from issuing a CAS, should it consider that doing so would be in contravention of relevant UKVI statutory requirements and/or guidance.

20. Disabled Applicants and those with Long Term Health Conditions

20.1. Performers College is committed to inclusion and equality and to complying with our obligations under the Equality Act 2010. Our main aim is to remove disabling barriers that students face and support students to work as independently as possible. We will take all reasonable and proportionate steps to meet both the general need for access and the specific requirements of individuals with additional support needs in respect of both their physical and mental health, including those with long term health conditions.

20.2. We understand and seek to ensure that we meet our positive and anticipatory duties in respect of applicants (and students) who disclose disabilities and other long term health conditions and we seek to manage those in accordance with our disability processes, with reasonable adjustments being made, where appropriate, to both the admissions process itself and course needs once a student has enrolled with Performers College.

20.3. Applications from students disclosing a disability or long-term health condition are judged on the basis of the standard academic entry criteria and competence requirements for the applicant's chosen course and decisions are made purely on these criteria.

20.4. Applicants are invited to disclose their access and support needs at all stages of the application process (initial application/interview/audition, offer etc), but are encouraged to do so as early as possible in the application process to ensure that necessary support arrangements can be put in place during the admissions cycle and before they arrive at Performers College, for example:

- to allow for early discussion of any access arrangements the applicant might require, such as an interpreter at interview, or level/lift access rooms;
- to ensure that the applicant can access further specialist advice and information, if necessary, from Performers College.

20.5. All staff involved in the admissions process have a responsibility to help to ensure that applicants feel comfortable about disclosing their disability-access needs at any stage in the admissions process.

20.6. Performers College is unable to accept responsibility for any delays in providing student support and reasonable adjustment if an applicant does not disclose this information at the point of application. In some instances, students may be advised that they are unable to participate on their course if they have not disclosed this information and if Performers College is at the point at which consideration for adjustment is not practicable.

20.7. It may not be possible for all required adjustments to be met; decisions will be taken on an individual basis, including where appropriate following the commissioning and consideration of an Accessibility Study.

20.8. There is further guidance on how Performers College supports disabled people and those with long term health conditions in the Student Disability Guides.

21. Documentation

21.1. All students will be required to present original academic and personal documentation at enrolment prior to the start of their course to the extent that qualifications have not already been verified via the admissions and confirmation processes.

22. Extenuating Circumstances

22.1. Performers College recognises that some applicants may have faced individual circumstances that have impacted on their ability to complete qualifications to the standard normally required by Performers College. These extenuating circumstances may include (but shall not be limited to) the absence of a subject teacher for a significant period of time, medical issues or serious personal/family issues that have had a serious and demonstrable impact on the grades achieved or an applicant's ability to complete particular assessments/qualifications.

22.2. In assessing whether it is appropriate to consider an applicant's extenuating circumstances, Performers College has a duty to ensure that an exam board or awarding body has not already made reasonable adjustment to an applicant's results, where making further adjustment in the admissions process might lead to an applicant having an unfair advantage over other applicants.

22.3. In seeking adjustment for the impact of extenuating circumstances on academic attainment, BIMM will require formal, written confirmation from the awarding body/institution or the relevant examinations officer at the applicant's relevant education institutions that no request for adjustment was made when the qualification(s) were awarded or has been lodged with the awarding body in the case of pending qualifications.

22.4. It must be evident that the applicant/offer-holder is capable of successfully completing their chosen course and Performers College's decision in these cases remains final.

23. Applicant Appeals & Complaints Procedures

23.1. Appeals

23.1.1. For the purposes of this Policy an Appeal is defined as a formal request to review the selection decision. Applicants do not have a right of appeal against the academic or professional judgment of the College regarding the decisions made about admission to a Performers College course. However, if following receipt of feedback, an applicant feels that an error has occurred, they have the right to request a formal review of the selection decision on one of the following grounds:

- Pertinent information was missing from the original application;
- There has been a misinterpretation of information or data contained within the original application; and/or
- There was a procedural anomaly in the handling of the application.

23.1.2. A review can only be requested after an applicant has received feedback on the reason for their original rejection. The request for a review must then be placed (in writing) within 28 calendar days of the feedback being sent to the applicant, stating clearly on what grounds the request for a review is being made. This request should be sent to admissions@performerscollege.co.uk.

23.1.3. The request for a review must be made by the applicant, or their parent/guardian if they are under 18, and not a third party. BIMM will not respond to requests from anyone other than the applicant or, in the case of an under 18 applicant, their parent or guardian.

23.1.4. Once received, the Head of Sales, Marketing & Recruitment will review the record of the application (normally in consultation with the relevant Admissions Advisor) and will respond in writing within 14 working days of receipt of the Appeal. If the original decision is upheld, this correspondence will include the reason for the decision. If the Appeal is upheld, the Head of Sales, Marketing & Recruitment will inform the applicant of the outcome, including reasons for the decision and what will happen next.

23.1.5. If the applicant remains dissatisfied with the outcome of the appeal from the Head of Sales, Marketing & Recruitment, the appeal can be passed to the College Principal for a final review. This escalation of the Appeal must be submitted in writing within 28 calendar days of receiving the response from the Head of Admissions. The appeal should be sent for the attention of the College Principal to admissions@performerscollege.co.uk.

23.1.6. The College Principal will review the case on the following grounds:

- Whether there were procedural irregularities in the investigation of the complaint; or
- Whether fresh evidence can be presented which was not or could not reasonably have been made available to the Head of Admissions; or
- Whether the finding of the previous investigation was against the weight of the evidence.

23.1.7. The College Principal will notify the applicant of the outcome of the complaint in writing within 14 working days of receipt of the complaint. This decision is final.

23.2. **Complaints**

23.2.1. For the purposes of this Policy, Complaints are defined as a concern about an aspect of the admissions process, which is not necessarily connected to the selection decision.

23.2.2. Complaints are different to appeals as they do not necessarily have to be in connection with a decision to turn down an applicant. A complaint is a concern about a particular procedure, an irregularity in the administration of an application, or a belief that a policy has not been correctly implemented. Complaints may cover any aspect of the admissions process and will normally focus on a specific issue or situation (which could include the feedback request). A complaint does not necessarily question the decision of Performers College but raises a concern about how the selection process operated.

23.2.3. The complaint must come from the applicant or, in the case of an under 18 applicant, their parent or guardian. The complaint must be submitted within three months of the conclusion of the admissions process against which the complaint is being made. Complaints must initially be sent to the Head of Sales, Marketing & Recruitment at admissions@performerscollege.co.uk.

23.2.4. The Head of Sales, Marketing & Recruitment will seek to resolve the complaint or explain the situation and will respond in writing to the applicant within 14 working days of receipt of the complaint.

23.2.5. If the applicant remains dissatisfied with the outcome of the complaint from the Head of Sales, Marketing & Recruitment the complaint can be passed to the College Principal for a final review. This escalation of the complaint must be submitted in writing within twenty-eight calendar days of receiving the response from the Head of Sales, Marketing & Recruitment. The complaint should be sent for the attention of the College Principal to admissions@performerscollege.co.uk.

23.2.6. The College Principal will review the case on the following grounds:
- Whether there were procedural irregularities in the investigation of the complaint; or
- Whether fresh evidence can be presented which was not or could not reasonably have been made available to the Head of Admissions; or
- Whether the finding of the previous investigation was against the weight of the evidence.

23.2.7. The College Principal will notify the applicant of the outcome of the complaint in writing within 14 working days of receipt of the complaint. This decision is final.

24. Diversity & Inclusion

24.1. BIMM Institute's Equal Opportunities & Diversity Policy sets out what steps we will take to promote equality relative to the protected characteristics covered under the Equality Act 2010.

24.2. The Equality Act 2010 requires us to:
- Have due regard to the need to: eliminate discrimination, harassment, victimisation;
- Advance equality of opportunity between persons who share a protected characteristic and persons who do not share it;
- Foster good relations between persons who share a protected characteristic and persons who do not share it.

24.3. In line with the provisions of the Act, Performers College will:
- Not discriminate (directly or indirectly) against people in the arrangements we make for deciding who to admit or the terms of the admission;
- Make reasonable adjustments to our admissions practices, services and facilities in respect of disabled applicants;
- Have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, including consideration of those with particular protected characteristics;
- Make efforts to encourage participation from under-represented group.

25. Widening Participation

25.1. Performers College believes that widening participation to performing arts courses is essential to realising our vision, and values, of innovating and stimulating creativity, and valuing diversity and respecting individuality. Further information is set out in BIMM Institute's Access & Participation Plan.

26. Data Protection

26.1. Data protection legislation places a responsibility on Performers College to control the processing of personal data, including sensitive personal data and applicant's/student's personal data. The categories of personal data that we hold, the purposes for which we process them and the identities of those to whom we may disclose them are set out in our Privacy Notice.

26.2. In general terms, Performers College will not discuss an application with anyone other than an applicant or a third party nominated by an applicant in writing.

26.3. If an applicant has provided details of referee(s) in their application, we will assume that we have permission to contact those referee(s) for further information in support of the application.

26.4. If an international applicant is making their application through a third-party educational agent, we will ask the applicant to confirm that they agree to the sharing of their application and admissions information with the third-party agent.

26.5. We will use the applicant's/student's personal data in accordance with our privacy policy and we will not enter into discussions with anyone about an application other than the applicant, unless the applicant has nominated a named person to act on their behalf.

26.6. Further information on data protection can be found on the Information Commissioner's website.

27. Open Days

27.1. Performers College provides a range of opportunities for applicants before and post application to visit the Colleges in order to understand the courses and facilities available. Please visit the website for more information on our open days.

28. Terms & Conditions

28.1. It is important that applicants and advisers are aware of Performers College's Terms & Conditions of enrolment that will be legally binding on an applicant once the applicant accepts an offer of a place at Performers College.