



# ETC International College

## FEHE Internal Admissions Procedure

January 2020



ETC Action



Student Action

Student / Sponsor sends enquiry / requests quotation

ETC sends latest ETC brochure and dates and fees / PDF quotation and course description via email attachment or post. Information should clearly show all costs including relevant costs.

Student sends Enrolment Form (scanned or posted PDF or online), along with passport and entry qualification documentation (uploaded to application or sent to [admissions@etc-inter.net](mailto:admissions@etc-inter.net)). Terms and Conditions are linked to in the Enrolment Form and the box confirming the student has read, understood and agreed to them must be ticked for an enrolment to be submitted / accepted.

ETC assesses entry requirements (assessed and approved by the Head of Business, IT and Computing / Head of FEHE):

### If a student meets the entry requirements:

The student will be sent the following pre-contract information as PDFs attached to the offer email:

- a PDF Unconditional Offer Letter (see template)
  - Student Handbook
  - FEHE Terms and Conditions

Notice of the 14 day cooling off period and that no refunds are payable after the course has started / after a student has received their visa, are highlighted in the offer email.

### If a student does **not** meet the entry requirements:

The student will be sent the following pre-contract information as PDFs attached to the offer email:

- a PDF Conditional Offer Letter (see template)
  - Student Handbook
  - FEHE Terms and Conditions

Notice of the 14 day cooling off period and that no refunds are payable after the course has started / after a student has received their visa, are highlighted in the offer email.

ETC sends invoice to the student / sponsor detailing all fees and ways to pay. Students must pay full fees before ETC can issue a Visa Letter / CAS.

Student accepts offer by sending written confirmation within 14 days of the offer to [admissions@etc-inter.net](mailto:admissions@etc-inter.net)  
Student makes full payment / sponsor sends Financial Guarantee Letter to [admissions@etc-inter.net](mailto:admissions@etc-inter.net)

When the student has fulfilled the requirements of the Conditional Offer letter they should send their updated documents to: [admissions@etc-inter.net](mailto:admissions@etc-inter.net).

ETC sends the Visa Letter / CAS to the student / sponsor / ETO no more than 3 months in advance of the course start date. ETC also sends a 'first day at ETC' document to the student.

Student registers at ETC. They must show their original passport, visa and entry requirement certificates upon arrival. Students will not be able to enter class if these have not been viewed and approved. ETC checks student pre-contract information is still correct and highlights any information that may have changed.

Student takes English and Maths/Computing and Business test, relative to their course.

Student is given an induction. Student's attention is drawn to the Terms and Conditions, Complaints Policy, rules and regulations and Student Protection Plan, which are pointed out in their Student Handbook and are given a tour of the college. Questions can be asked at any point.