



Admission and Enrolment Policy

2021-2022

To deliver its strategic aims of excellence in the Student Experience, ESTYA has a policy of complying with the French Code of Higher Education/DREEDS and FEDE. The use of a documented admission procedure is part of ESTYA planned compliance with these codes. In particular when admitting students to a programme, as described in this procedure.

1. Procedure

- ESTYA Director of Teaching and Learning is responsible for implementation of this procedure ensuring that applicants are not discriminated against on the grounds of protected characteristics as defined by the French Equal Opportunities and Anti-Discrimination Commission.
- ESTYA will only offer admission to applicants that meet the selection criteria set by our Awarding organisations. In addition, applicants must evidence suitable levels of proficiency in French and or English language and communication skills.
- The minimum entry requirements for each course will be published on ESTYA Website and ESTYA Prospectus.
- Recognition of Prior Learning. For students returning to formal learning Recognition of Prior Learning (RPL) may be considered. Admission decisions that include RPL will be made by ESTYA Admissions Panel and will consider the relevance, sufficiency, authenticity, and currency of the evidence supplied, before making an admission decision.
- Student applications for a programme will be collected by appointed ESTYA Admission officers.
- Admission decisions will be the responsibility of ESTYA Admissions Panel.
- Applicants who do not currently meet ESTYA published admission criteria will be advised of the decision and offered a telephone session with the Admission Team.
- Applicants whose profiles meet the admission criteria for our programmes will be required to provide evidence of all the academic qualifications for scrutiny by the Admissions Panel.
- Following scrutiny by the Admissions Panel, applicants will be informed of the decision within ten working days of the panel decision.
- Applicants who are successful will be sent a letter (by email where appropriate) that informs the applicant of the panel decision.

- In order to join the programme, applicants must accept or reject any offer within two weeks of receiving the offer letter. ESTYA reserves the right to reject or postpone late applications.
- Successful applicants who have met all the conditions described in this procedure will be sent an admissions letter.
- A student programme handbook will be sent to all successful applicants, which will include details of programme, contact details, personal tutors, and all relevant policies related to their programme of study.

2. Applications and Admissions Procedures

2.1 Fairness in selecting students

Our admissions process is designed to ensure consistency and fairness to all candidates:

- All courses operate according to an agreed Framework by our accredited bodies to ensure consistency of treatment of all candidates;
- Admissions to each course will be coordinated at subject level based on the entry criteria of each course;
- We use contextual information to weight candidates' prior academic achievements taking into account possible impact of educational disadvantage.

2.2 Guide for Applicants

To make sure we consider all applicants thoroughly and fairly, there are several stages to our admissions process. Each one is outlined below. It is important students understand their role in each of these stages and are aware of the deadlines.

2.3 Making your application

Students wishing to enrol onto any of our qualifications, must complete an online application form: www.estya.com/ . Before completing the online form, please carefully read the information below.

2.4 HOW WILL I ENROL?

The enrolment process usually involves two stages which you must complete:

Step 1: Pre-Enrolment:

1. An online process where you input your personal details, confirm your programme of studies, and upload **personal identification documentation**.
2. Required documentations: All of the following documents must be uploaded. Applications that do not have the required documentations may not be considered.
 - photographic ID
 - Scanned copy of your passport, and residency permit if applicable
 - Scanned copies of certificates/transcripts which meet the programme entry requirement
 - Mobile Number and email address.
 - Proof of your English language proficiency for applicants whose first language is not English
3. Once you have completed pre-enrolment, we will complete our internal check:
 - If you have provided all appropriate ID and required documentations, we will process your enrolment.
 - If you have not provided appropriate ID and relevant documentations, we will not process your enrolment until this is resolved. You will need to contact the appropriate team to resolve the outstanding issues.

2.5 WHAT HAPPENS AFTER YOU SUBMIT YOUR APPLICATION

All online applications are initially logged with the Admission Team, so if you have any queries, please contact them in the first instance. For level 7 entry, the admissions team will contact you to arrange an interview if they wish to take your application further.

You will be notified if your application is not successful. If you are successful, you will receive an offer from our Admission Team, subject to clearing UKVI checks, where applicable, and the provision of evidence that you meet the entry requirements for the programme.

2.6 IF YOU DON'T MEET THE ENTRY REQUIREMENTS

We welcome applications from everyone. We know that relevant experience is just as valuable as qualifications. Whether experience is from your work, voluntary activities, or independent study we still want to hear from you.

So, if you don't meet all of the entry requirements for the course you would like to study, contact our Admissions team at contact@esty.com and let them know what other relevant experience you have.

2.7 ADMISSION PROCESS - WHEN WILL I HEAR IF I HAVE AN OFFER?

Applicants can expect to receive a decision within 21 days of the closing date. Courses that require an interview and or portfolio submission, may take slightly longer. We will write to you explaining the next stage in the application process.

If your application is successful and you are not required to come to an interview, you will receive a formal offer email. You must respond to an offer of admission within 30 days, or by the stated date of the start of your programme. If you do not respond, we will assume that you do not wish to accept the offer and the offer will be withdrawn., To confirm your acceptance of the offer, you must sign and date the offer of admission and return it.

Your start date will be on your offer of admission. You must fulfil all admission requirements before the start date of your programme.

2.8 WHAT TYPE OF OFFER COULD I RECEIVE?

Each application is considered on its own merit. Receiving an offer to study with us is a clear indication that we would welcome you as a new student on the course you have applied for.

The most common offer is a Conditional Offer. However, you may also receive one of the following types of offers depending on a number of criteria. As an example, the course you have applied for, whether you attended an interview, completed a practical activity and your predicated grades:

- Unconditional Offer
- Conditional Offer

Every person that applies for a place to study at ESTYA is different. Whether it be qualifications, work experience or their own life story, every applicant is an individual and our offer making process reflects this.

We consider each application on its own merit and receiving an offer to study with us is clear indication that we would very much welcome you as a student on the course you have applied for.

2.9 If you have received a conditional offer from us

If you receive a conditional offer from us, you will need to provide all outstanding documentations before we can process your application.

2.10 If you have received an unconditional offer from us

We have given you an unconditional offer as you have been able to demonstrate your abilities to enrol on the course of your choice.

The unconditional offer we have made is also based on the information which you have provided at the time of your application (e.g., application, qualifications).

If you decline our offer or if you ask to be released from your offer at a later date, then any future decision made by us will be made based on the information available at the current time. For instance, if you have received your results our decision will be based on your actual results rather than predicted grades.

2.11 International students

Students from outside the UK who need a visa to study in the UK will apply for a student visa (this has replaced the Tier 4 Visa).

Our highly experienced advisers can help with a wide range of immigration related matters. This includes:

- Visa applications
- Visa refusals and administration
- Visa curtailment
- Police registration (if applicable)

We also provide support with non-immigration matters related to living in the UK, such as opening bank accounts and your personal safety.

ESTYA adheres with all current regulations for the delivery of immigration advice. See below information for further guidance:

A) What is the new Student route?

The Student route is a points-based visa system for all international students, including EU, EEA, and Swiss students, who want to study in the UK.

B) WHO NEEDS TO APPLY?

- All international students need to apply for a visa to study in the UK. This includes those from Europe coming to the UK to study after 31 December 2020
- If you are from the EU and you started your course before 31 December 2020, you can apply under the EU Settlement scheme to remain in the UK after this date to complete your studies.

C) How do I apply for a visa through the new Student route?

You will apply online, either on the GOV.UK website or through a visa application centre near you.

You need to show that you have:

- been made an offer to join ESTYA,
- Met the English Language Entry criteria to join your programme
- finances to pay for your studies and living expenses

For more information, [go to the GOV.UK website](#).

D) When should I apply?

You can apply for a Student visa from three months before the start date of your course if you're already in the UK, and from six months if you're outside the UK.

If you are already in the UK and eligible to apply for your Student visa without returning to your home country, you must make sure there is no more than 28 days between the end of your previous course of study and the start of your new course.

E) How much does it cost?

- A standard Student visa application costs £348 if you apply from outside the UK, and £475 if you apply when you are already in the UK.
- If you choose to apply using the priority or super priority service, for a faster decision on your visa, the fee is more expensive. These services may be available in some countries but not others. You may also be able to choose other optional services, such as document checking or interpretation, for an additional cost.
- As well as the visa application fees, you will need to pay the [immigration health surcharge](#).

F) Where can I get further information about the Student route?

The [UK Government published details of the Student route](#) on 10 September 2020, as part of wider changes to the immigration rules.

The UK Council for International Student Affairs (UKCISA) also offers useful general advice and guidance on [student immigration processes](#), and has further details about the [new Student route](#).