



Recruitment Policy & procedure

AIMS

The Recruitment, selection, and admission policy and procedures of European College of Law (ECL) adhere to the principles of fair admission. They are transparent, reliable, valid, inclusive and underpinned by appropriate organisational structures and processes. They support the College in the selection of applicants who are able to successfully complete their programme.

POLICY

- Recruitment, selection and admission processes are conducted in a competent and professional manner by designated recruitment and admission staff.
- The College monitors, reviews and updates its recruitment, selection and admission policies and procedures periodically with a view to continually enhancing them.
- Prospective students are provided with information about the Programmes offered by the College, the structure of Programmes and fees/costs. This information is made available to them before they are expected to reach a decision about joining the College.
- Selection processes for entry into the Programmes are underpinned by entry requirements that are clear and also made available to applicants.
- The College has in place procedures for handling appeals and complaints about recruitment, selection and admission that are fair and accessible. Appeals and complaints procedures are conducted expeditiously and in accordance with a published timescale.
- All admission decisions are recorded and conveyed to prospective applicants at the earliest opportunity and prospective applicants are advised promptly of other options available if no offer can be issued for their chosen programme.
- Induction is arranged for successful applicants to introduce them to the College, their Programme, the Awarding Organisation, the teaching and administration staff, fellow students and the facilities that this College provides

Admissions Procedure for UK and EU Students

If you wish to apply to study on a course at European College of Law, you need to complete an application form. The form can be downloaded from the College website - online URL address is www.europeancollegeoflaw.org.uk or the College will send it to you by post on request. Completed application forms should be sent by mail or via online.

In order to process your application, please follow the four steps below:

1. You need to accompany your application letter with the following:
 - Two passport size photographs of the learner
 - Certified copies of relevant educational certificates

- A copy of the learner's UK/EU Passport or European ID
- Learner with UK ILR must provide Valid BRP and copy of Passport
- 3 Years Residence Record
- Proof of National Insurance
- Proof of UK address
- CV and
- Proof of Employment if employed.

2. After confirming your eligibility, ECL will organise a face to face interview and initial assessment (BKSB Maths, English, ICT & VARK) to assess your suitability to study on the course.

3. Upon verification of your documents and your acceptance of the offer the college will then issue the full enrolment letter.

4. You will then be given a pre-induction package prior to the commencement of your course.

5. Finally, student will choose the option how they will pay their fees. They can either pay from own fund or pay through student finance. More information about students finance can be provided by our admission team.

Applicants with additional needs:

Applicants with additional needs can arrange a meeting to discuss these prior to enrolment. This allows applicants to discuss the reasonable adjustments that could be put into place for them should they join the College as a student. Some applicants may be required to undergo a test to gain admission to the College. Applicants with disabilities, such as dyslexia, can request adjustments such additional time, assuming that they have supporting evidence

Eligibility of student Finance:

You may be eligible to obtain financial assistance if all of the following apply:

- You are an UK national or hold 'settled status' (no restrictions on how long you can stay in the UK)
- You normally live in England
- You've been resident in the UK for 3 years before the start of your course
- To be eligible for financial assistance non - UK nationals must hold settled status on the first day of the first academic year of their chosen course – which may be 1 September, 1 January, 1 April or 1 July dependent on the intake chosen.

You may also be eligible for financial assistance if you hold one of following residency statuses:

- EU national, or family member of an EU national
- Refugee
- EEA migrant worker
- Child of a Swiss national
- Child of a Turkish worker

For further information regarding your eligibility for student finance please either contact Student Finance England or come into the college and speak to a member of the admissions team

Complaints and Appeals:

ECL always aim to seek an informal resolution to any complaint or appeal in the first instance. Appeals against Admission decisions and Complaints about the administration of the Admissions Department should be submitted to the Registrar in writing. Appeals and Complaints submitted more than one month after the admission decision or event leading to the complaint are not normally considered. For further information please read our complaints and appeal policy.

How to make an application

Learners can apply to study at the European College of Law (ECL) by using the 'ECL Application Form' available on the college website:

<http://www.europeancollegeoflaw.org.uk/downloads>

Application forms are also available at the college's admissions office to distribute for free to the visiting students.

Completed application form is to be sent to -

European College of Law (ECL)

Forest House
4th Floor
16-20 Clements Road
Ilford, Essex, IG1 1BA

Telephone +44 (0) 2084788349

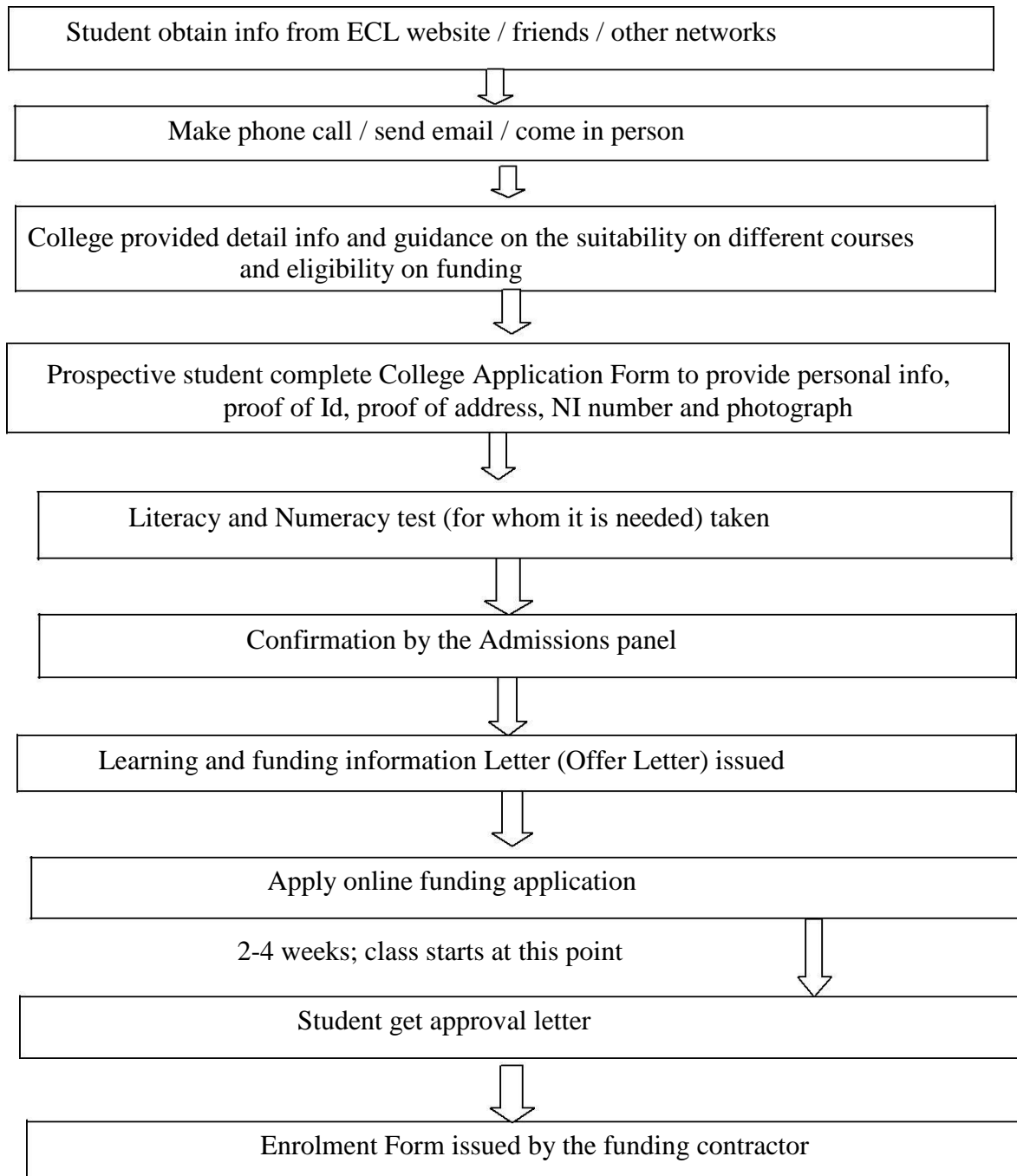
Fax: +44 (0) 2085146404

Days: Monday to Friday Office hours: 0900 to 1800

An electronically completed form could be sent via email to the following address for initial screening -

Email: info@europeancollegeoflaw.org.uk

Student Recruitment flow chart at ECL



THE LEARNING JOURNEY FLOWCHART

