



London Professional Academy

| | |
|--------------------------|---|
| Title: | Admissions Policy |
| Policy Number | P005 |
| Approved Date: | Sep, 2022 |
| Approved by: | Academic Board London Professional Academy |
| Review Date: | Sep, 2023 |
| Review Date: | Sep, 2024 |
| Review Date: | Sep, 2025 |
| Next Review Date: | Sep, 2026 |



1. Introduction

London Professional Academy (LPA) aims to maintain fair, transparent, and compliant admissions procedures for all applicants.

2. Admissions Principles

- All applicants are treated fairly and without discrimination.
- Admissions decisions are based on academic suitability, English proficiency, and compliance with UK immigration rules.
- Requirements and processes are clearly communicated to applicants.

3. Entry Requirements

Applicants must meet:

- The academic requirements of their chosen programme.
- English language requirements (IELTS, PTE, or equivalent).
- Minimum age criteria.
- Identity and immigration document requirements.

4. Application Process

Applicants must submit:

- A completed application form
- Required supporting documents
- The non-refundable application fee

Applications may include academic or credibility interviews. Decisions may be conditional, unconditional, or refused.

5. Enrolment

To enrol, applicants must accept their offer, complete pre-enrolment checks, and pay any required fees or deposits.

6. Fees, Deposits, and Refunds



- The application fee is non-refundable.
- Tuition deposits secure a programme place.
- Refunds are issued in line with the Academy's Refund Policy.

7. Visa (Entry Clearance) Refusals

If an applicant requires a visa to study in the UK:

LPA reserves the right to retain £500 from any fees or deposits paid if the applicant's visa application is refused.

This amount covers administrative, compliance, and processing costs.

Refunds (minus £500) may be issued if:

- The applicant submits the official Home Office refusal letter.
- The refusal is not due to fraud, deception, or failure to follow immigration or financial guidance.
- The refund request is submitted within 90 days of the refusal.

No refund is issued if the refusal is due to fraudulent documents or a breach of UKVI rules.

8. Appeals and Complaints

Applicants may submit an appeal regarding procedural errors or a complaint if they believe they were treated unfairly. LPA will respond in line with its internal procedures.

9. Data Protection

LPA processes all applicant data in compliance with UK GDPR and the Data Protection Act 2018.

10. Review

This policy is reviewed annually or earlier if required by changes in legislation or UKVI guidance.