
UNIVERSITY FOR THE CREATIVE ARTS

Deferral or Cancellation of Applications and/or Offers Policy

Background

1. This policy explains the reasons that the University may defer or cancel an application and/or an offer of a place on a course. Please note that applications and/or offers for University accommodation are separate to an offer of a place on a course and are not included in this policy.
2. The *Deferral or Cancellation of Applications and/or Offers procedure* (available in Appendix A) explains the process for each of the following categories in more detail.

Instances where an application and/or offer may be deferred or cancelled

3. An application and/or an offer of a place may be deferred or cancelled in the following instances:
 - a) Information missing from the application form
Applicants and their referees should provide information on their application form which is accurate, and the University should be notified if any of the information changes after the application has been submitted. If the University becomes aware that an applicant has provided false, incomplete, misleading or fraudulent information or has left out significant information in relation to their application as part of the admissions process, an application and/or offer to study may be cancelled.
 - b) Failure to meet offer conditions
If an applicant fails to meet or, as a result of circumstances changing, no longer meets any special requirements or conditions as set out in their offer email, the application and/or offer may be cancelled.
 - c) Support requirements cannot be met
Where applicants disclose disabilities or support needs late in the admissions process, the University may be delayed in putting in place such adjustments as may be reasonable. Whilst the University respects the right of students to choose not to disclose disabilities or support needs, where no disclosure is made, the University will not be able to identify and make any reasonable adjustments which might otherwise be required for the student.

In some instances, the adjustments needed for an individual to enrol on their chosen programme of study may not be ones which it is reasonable for the University to make. In such cases, the University may decline to make an offer of a place or may cancel an offer already made. Where appropriate, the

University will seek to identify an alternative programme (subject to availability and meeting relevant entry criteria).

The University may defer a student's enrolment or cancel a student's contract, where it is reasonably necessary to do so, to obtain and/or assess further information regarding the student's support needs and potential adjustments which may be made in order to manage risks to the health, safety or welfare of the student and/or others.

The University will consider all such instances fairly, sensitively and carefully, on a case-by-case basis.

d) Offers made in error

Offers are made in good faith taking into account information as supplied by the applicant and/or referee at the time of the application. If an offer is made in error and the University believes that an applicant will not succeed on the course, the applicant will be contacted in writing via email to confirm the error and to recommend that the applicant withdraws from the course.

e) Fraudulent Applications

If an application is thought to contain fraudulent information, or if the UCAS Similarity Detection Service notify us that a personal statement has been identified as being similar to other applicants, this will be investigated. The application and/or offer will be cancelled if there is evidence which suggests that the application contains fraudulent information. The University will also have the right to reject any application or later terminate any registration from an individual who is subsequently found to have omitted or falsified relevant information in relation to his/her initial application.

f) UK Visas & Immigration (UKVI)

Applicants must meet all the requirements set out in the Immigration Rules, the UKVI Tier 4 guidance or other Home Office requirements in force. The University will not be able to permit an international student to enrol at the University without receiving the documentation required as part of our UKVI Tier 4 Sponsor Licence. An application and/or offer will be cancelled if the applicant requires a visa to study in UK and is unable to meet the requirements, or provide evidence of meeting the requirements by the start date of the course. Applications and/or offers may also be cancelled if an applicant has previously been refused a visa to study in the UK.

g) Course Suspensions/Withdrawals

In the event of a degree course not running due to suspension or withdrawal, applicants will be advised by admissions. Applicants will be contacted as soon as possible and where possible an alternate course will be offered. Applicants who do not wish to be considered for another course at UCA will be supported in choosing another institution and course, should this be requested. If no alternative course can be found, the application and/or offer will be cancelled.

h) Criminal Convictions

Once an offer is made, applicants will be required to confirm whether they have an unspent relevant criminal conviction. Applicants with an unspent relevant criminal conviction will be required to provide details of their conviction which will be considered by a Criminal Convictions Panel to determine whether the conviction is such that the applicant may require special measures to be put in place to provide effective support for the applicant and/or to protect other students and staff from perceived risk.

If the panel decides that the University cannot put special measures in place to support the applicant or protect other students and staff, the offer of a place will be withdrawn. An email will be sent to the applicant to confirm this within 5 working days of the panel meeting taking place.

The applicant has the right of appeal against any panel decision. Appeals should be sent to the Registrar, who will confirm the outcome of the appeal in writing. This decision will be final.

More information is available in the University's Applicant Criminal Convictions Policy.

i) Failure to enrol

If an applicant fails to complete their enrolment within one month of the date that they are required to, we will consider an applicant to have withdrawn from the course and the application and/or offer will be cancelled.

j) Academic Failure

The University's Common Credit Framework does not permit a student who was withdrawn due to academic failure to restart or re-join the same course. Where applications are received from an applicant who has studied the course before and been withdrawn for academic failure, the application will be withdrawn and if an offer of a place has been made, this will be cancelled. There will be no right of appeal to this decision.

k) Academic Misconduct

Any students who have been expelled from the University on the grounds of misconduct may not be allowed to apply to restart or re-join the same course. Depending on the nature of the misconduct, an applicant may also not be allowed to apply to another course at the University.

Deferral or Cancellation of Applications and/or Offers procedure

This procedure sets out how a decision by UCA to defer or cancel an application and/or offer is reached, for each instance identified in the *UCA Deferral or Cancellation of Applications and/or Offers Policy*.

Instance	How decision is reached
Information missing from the application form	<p>The Head of Admissions will investigate statements of fact and may liaise with referees or staff from the applicant's previous school/college to verify information provided in the application. If evidence is found which indicates that false, incomplete, misleading or fraudulent information has been used in an application, a decision on whether to cancel the application will be made.</p> <p>An applicant will be notified that an investigation will take place and will be given 14 days to provide information which will be considered during the investigation. The application may be put on hold while an investigation takes place, depending on the status of the application.</p> <p>Where possible, the investigation will be completed within 28 days of the applicant being notified of the investigation taking place. If it is not possible to complete the investigation within this timeframe, the applicant will be notified of the delay.</p> <p>The Head of Admissions will confirm the outcome of the investigation to the applicant in writing via email. If a decision is taken to cancel the application, the applicant will have 7 days to appeal the decision. An appeal should be sent in writing to the University Registrar.</p> <p>If the applicant does not appeal the decision to cancel the application, or if the decision to cancel an application is upheld following an appeal, the application will be withdrawn/cancelled by the University's admissions team.</p>
Failure to meet offer conditions	<p>When an applicant fails to meet the conditions of their offer, the University's admissions team will forward the application to the course team or Head of School to reconsider the application to determine whether the offer can remain, whether an alternative offer can be made, or whether the offer will be cancelled.</p> <p>Once a decision has been made, a member of the UCA Admissions Team will either; confirm the original offer, make an offer for an alternative course, or cancel the application and will notify the applicant of the decision via email.</p> <p>Where an offer is cancelled, applicants have no right of appeal against the academic decision not to offer them a place at the University.</p>
Support requirements cannot be met	<p>Applicants who declare a disability or additional support need will be contacted by the University Disability & SpLD Team to offer an opportunity to discuss their specific requirements as part of the University's support needs assessment process to ensure that timely</p>

support and reasonable adjustments are in place for the prospective student at the start of the course.

In order to assess support needs, the course team and Disability & SpLD team will consider the support needs and adjustments required to mitigate substantial disadvantage and/or to manage any risks to the health, safety or welfare of the applicant and/or others. The Accommodation team may also be involved in the support needs assessment process if an application for University Accommodation has been received.

Evidence may need to be provided by the applicant to enable the University to determine the support needs and adjustments required. Once the evidence and information on the applicant's disability/support need has been gathered and assessed by relevant University staff, the applicant will be notified of the support and adjustments that the University can reasonably provide.

The University will always aim to make assessments and reasonable adjustments in time for the applicant to join the academic year that they applied to. However, where applicants i) apply late, ii) disclose disabilities or support needs late, or iii) provide evidence late in the admissions process, then due to circumstances beyond its reasonable control, the University may not be able to identify and make reasonable adjustments which might be required for the student by the enrolment date.

Furthermore, in some instances, the adjustments needed for an individual to enrol on their chosen programme of study may not be ones which it is reasonable for the University to make. In these instances, the applicant will be invited to a meeting with the course team, the Disability & SpLD team and the accommodation team (where an application to University Accommodation has been made) to discuss the University's concerns, and to consider the support requirements further along with any alternative options or adjustments, which might be reasonable for the University to make.

If, having assessed the information received, the course team and the Disability & SpLD team consider that the necessary adjustments may be unreasonable for the University to provide or that there are risks which the University may not be able to manage, or that necessary adjustments can not be made in time for enrolment, or that there is insufficient evidence to make sound decisions about support needs and reasonable adjustments, they will write a report detailing their assessment and recommendations and refer the case to a panel of Senior Managers, who will determine either:

i) the required adjustments can be reasonably made and the offer of a place should be made or remain; or

ii) the required adjustments are unreasonable and/or there are risks which cannot reasonably be mitigated, and that consequently the University should cancel the application and/or offer of a place; or

	<p>iii) the required adjustments are reasonable, but cannot reasonably be put in place in time for enrolment and that therefore the application and/or offer should be deferred until the next academic year; or</p> <p>iv) there is insufficient information to make a decision and further information should be sought and re-presented to the Panel at a future date to allow a decision to be made finally; or</p> <p>v) there is insufficient information to make a decision, and the offer should be deferred until the next academic year to allow further information to be gathered and assessed.</p> <p>The Panel will comprise a Head of School and the Director of Academic Services, and other senior managers as appropriate (e.g. the Head of Campus Operations and Facilities in cases where the applicant has applied to University Accommodation). A Panel meeting convened to make such a decision should normally be held no later than 9 weeks before the applicable enrolment date. If an application is submitted or disclosure is made late in the application cycle and a panel cannot be convened 9 weeks before the enrolment date, the panel meeting will take place as early as possible.</p> <p>In such cases, the Head of Admissions will write to the applicant informing them that a Panel has been convened to decide whether the applicant's support needs can reasonably met and whether the offer of a place can remain or should be cancelled or deferred. Within 7 days of the meeting, the Head of Admissions will communicate the Panel's decision and reasons for it to the Applicant. The applicant will then have 14 days to appeal the decision. Appeals should be made in writing to the University Secretary who will normally reach a final decision within 14 days.</p>
Offers made in error	<p>The Head of Admissions or Admissions Manager will investigate an offer made in error to an applicant who is judged not to have met the entry requirements and/or selection criteria and who the course team do not think will be able to succeed on the course.</p> <p>Where the University believes that an applicant does not meet the entry criteria and/or selection criteria and will not be able to succeed on the course, the applicant will be contacted in writing via email within 7 days of the error being identified to confirm the error and to recommend that the offer should be cancelled . Wherever possible, an alternative course offer will be provided for a course that the applicant meets the entry/selection criteria for. This will usually be at a lower level than the course they've been offered in error.</p>
Fraudulent Applications	<p>The Head of Admissions will investigate statements of fact and may liaise with referees or staff from the applicant's previous school/college to verify information provided in the application.</p> <p>An applicant will be notified that an investigation will take place and will be given 14 days to verify or provide evidence of information in their application form. The application may be put on hold while an investigation takes place, depending on the status of the application.</p>

	<p>If evidence is found which indicates that fraudulent information has been used in an application, the Head of Admissions will decide whether to cancel the application. The applicant will be notified of this in writing. There will be no right of appeal to this decision.</p>
UK Visas & Immigration (UKVI)	<p>The Immigration Compliance Coordinator will investigate statements of fact and make a decision on whether to cancel the application.</p> <p>An applicant will be notified that an investigation will take place and will be given 14 days to provide information that they want taken into consideration. The application may be put on hold while an investigation takes place, depending on the status of the application.</p> <p>If a decision is made to cancel the application, the applicant will be notified in writing via email by the Immigration Compliance Coordinator or the International Admissions team.</p> <p>There will be no right of appeal to this decision.</p>
Course Suspension/ Withdrawals	<p>The University Academic Scrutiny Group approves course changes, suspensions and withdrawals. If a course is suspended (won't run in the current academic year) or withdrawn (won't run again in future), the Head of School will confirm the decision to an applicant by telephone and in writing via email as soon as possible after the decision is taken to suspend/withdraw the course. This email will contain any alternative options that the University is able to offer. This may include consideration for an alternative course or deferring the application to the next academic year (when a course has been suspended).</p> <p>Applicants who do not wish to be considered for another course at UCA will be supported in choosing another institution and course, should this be requested by the applicant.</p>
Criminal Convictions	<p>The University Criminal Convictions Panel, which includes: a nominee of the Director of Academic Services; the Head of School; the Admissions Tutor who interviewed the applicant/considered the application form; and the Head of Admissions will investigate in line with the UCA Criminal Convictions Policy. The person responsible for applicant disclosures will notify the applicant.</p> <p>See the UCA Criminal Convictions Policy for more information.</p>
Failure to enrol	<p>The UCA Student Records & Systems team and the UCA Admissions Team will contact applicants to remind them to enrol, and will provide a deadline to complete the enrolment process. If the enrolment process isn't completed by the deadline date, the application and/or offer will be withdrawn by the UCA Admissions Team.</p> <p>The deadline date for enrolment will be determined by the course team and will be based on how late an applicant can start the course without causing problems to their studies.</p> <p>If an applicant cannot enrol onto the course, the applicant can contact the admissions team to ask for their application to be deferred to the following academic year.</p>

	<p>There will be no right of appeal to the decision to cancel an application after the deadline for enrolment onto the course.</p>
Academic Failure	<p>Where an applicant has applied to a course that they have studied before and were withdrawn due to academic failure, the Head of Admissions or Admissions Manager will determine whether an alternative course option is available in liaison with the Director of Academic Services and the course team/Head of School.</p> <p>A member of the UCA Admissions Team will notify the applicant that their application to the course they were previously withdrawn from due to academic failure has been cancelled/withdrawn, and will provide details of any alternative courses (if appropriate).</p> <p>There will be no right of appeal to this decision.</p>
Academic Misconduct or breaches of the Student Code of Conduct	<p>Where applications are received from an applicant who has been withdrawn for academic misconduct or breaches of the Student Code of Conduct, the application will be considered by the course team and Head of School.</p> <p>If a decision is taken to cancel the application, the Head of Admissions or Admissions Manager will confirm the decision to the applicant.</p> <p>There will be no right of appeal to this decision.</p>