

NABA LONDON STUDENT RECRUITMENT AND ADMISSIONS POLICY 2026-2027

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1. Introduction

1.1. The Student Recruitment and Admissions policy sets out the principles and procedures applied by NABA London (later referred to as the Academy) for the selection and admission of students to all foundation and undergraduate taught Courses at the Academy.

1.2. NABA London is committed to facilitating access for a wide and diversified number of high-quality applicants who will engage with NABA London and contribute to the institution. The Academy seeks to undertake this by identifying merit and potential in prospective students whilst ensuring that its admissions process is fair, consistent, reliable and transparent.

1.3. The Student Recruitment and Admissions policy complies with the requirements of the following relevant legislation:

- Equality Act (2010);
- Freedom of Information Act 2000;
- Human Rights Act 1998;
- UK GDPR and Data Protection Act 2018

1.4. The policy that the Academy has in place is also consistent with the expectations of the [UK Quality Code Advice and Guidance: Admissions, Recruitment and Widening Access](#), the Schwartz principles of fair admissions, SPA good practice statement, [UCAS* best practice \(for undergraduate students\)](#) and the requirements of the Academy's validating University, Regent's University London.

1.5. Selection and admission to NABA London courses is transparent and accessible. Assessment is fair and aims to admit students with the potential to complete the course successfully. Unnecessary barriers for prospective students are removed accordingly. All staff, representatives and partners engaged in the delivery of admissions, student recruitment and widening access supports students in making informed decisions and are appropriately trained and resourced. Widening access strategies are developed in line with local and national guidance.

1.6 NABA London is committed to providing clear and accessible information to applicants in line with the Competition and Markets Authority (CMA) principles. Applicants must have access to accurate, up-to-date information on entry requirements, course content, fees, additional costs, and admissions procedures prior to application.

1.7. The Academy will ensure that admissions decisions are communicated in a timely manner, with reasons provided where appropriate, and applicants are signposted to relevant policies, including feedback procedures and the Admissions Complaints and Appeals Policy.

1.8. For the purpose of this policy:

- Applicant: an individual applying for admission to a course of study at NABA London.
- Conditional Offer: an offer requiring the applicant to meet specific conditions before enrolment.
- Unconditional Offer: an offer confirming a place with no outstanding entry requirements.
- Admissions Staff: individuals authorised by NABA London to conduct recruitment, assessment and offer-making.
- Academic Judgement: decisions relating to academic suitability, portfolio quality or creative potential; such judgement cannot be appealed.

2. Related policies and regulations

2.1. NABA London's student recruitment and admissions practices act in accordance with the following policies and regulations:

- UCAS* best practice (for undergraduate students);
- NABA London Policy Statement and Guidance on supporting students with disability and well-being;
- NABA London's Access and Participation Statement;
- Admissions Operational Manual;
- Operational procedures for criminal convictions;
- Under 18s policy;
- Admissions Complaints and Appeals Policy;
- General Terms and Conditions for Student
- UK Quality Code, Advice and Guidance: Admissions, Recruitment;
- Other relevant Regent's University London policies and regulations.

2.2. All applicant data collected during the recruitment and admissions process will be processed lawfully under the UK GDPR and Data Protection Act 2018. Applicants will be informed how their data is used, retained, and shared, including the requirement to share necessary data with Regent's University London as the validating partner.

3. Responsibility policy approval and updating

3.1. All staff with designated student recruitment, selection and admissions responsibilities must be familiar with this policy, the relevant process, and procedures to their areas of responsibility.

3.2. The Head of Enrolment is responsible for ensuring that policies and procedures regarding recruitment and admissions are operated fairly and consistently in line with the NABA London strategic plan. The Head of Enrolment is in charge of the Student Admission Team, specifically responsible for:

- Delivering a quality service to prospective students from first enquiry to enrolment.
- Informing and advising applicants and stakeholders via telephone, email, face to face or web.
- Leading the development of a variety of procedures to support the strategic student recruitment targets.
- Managing the application process, including arranging interviews and taking admissions decisions.
- Providing training for all staff and representatives involved with the recruitment and admissions process.
- Monitoring and reporting on all applications to the Academy and all acceptances of places at the Academy.
- Overseeing the production of material linked to the recruitment and admissions to ensure its compliance with any external body requirements, including good practice.

3.3. The Student Recruitment and Admissions team collaborates with different external groups of professionals acting as educational advisors involved in the information, access and student recruitment process. Those include:

- NABA London Student Admission Team guarantee services, counselling, and assistance in the submission of documents for the enrolments.
- NABA Information Centers are independent entities that have chosen to exclusively promote NABA in the art and design industry and within a determinate country of residence or region. The mission is to represent NABA Academies in their country or region, to guarantee locally information services, counselling, and assistance in the submission of documents for the enrolments.

3.4. Furthermore, NABA London is represented by agents around the world who can assist international applicants throughout the application process and with any questions. The Area Manager guides those agents and collaborates with the Head of Enrolment NABA London to achieve the target in line with the strategic plan.

3.5. The School Director & Head of Education is responsible for making sure the Academic Team involved in the selection process provides feedback to admissions staff and applicants in a timely manner. The School Director & Head of Education may be involved in the assessment of the eligibility of applicants where discretion may be required. The Academic Team is specifically responsible for:

- Providing key information about Courses to ensure the enquiry service is accurate and professional.
- Conducting interviews, making assessment decisions and providing feedback as appropriate.
- Providing advice on non-standard enquiries and applications where required.
- Supporting the Student Admission Team in Open Days and Educational Fairs.

3.6. The School Director & Head of Education is responsible for ensuring that all internal and external members involved in the student recruitment and admissions process are appropriately qualified and experienced and that the process and procedures are clear and transparent.

3.7. This policy will be reviewed annually by the NABA London Admission and Visa Compliance Committee and the Academic Board from a legal and operational perspective and will be revised to reflect any changes in legislation, Academy regulations or policies and recognised sector good practice.

3.8 To ensure consistency of practice across the admissions cycle, all staff involved in admissions will receive regular training on:

- Equality and widening participation.
- Unconscious bias.
- UK GDPR requirements.
- CMA obligations (clear and accurate information provision).
- Interview and portfolio-assessment standards.
- Fraud and authenticity checks.
- Safe and appropriate handling of applicant disclosures.

4. Information for enquiries

4.1. NABA London is committed to providing comprehensive, accurate and timely information about courses and entry requirements in printed prospectuses and on NABA London [website](#)

4.2. The Academy aims to provide up-to-date information in all our publications, but as printed prospectuses are published in advance of the start of all courses, applicants are advised to refer to the NABA London [website](#) for the most up-to-date information regarding entry requirements and course information before applying. Alternatively, applicants can contact the Academy's Student Admission Team by email admissions@naba.ac.uk

4.3. The Academy also publishes up to date details of its relevant courses on:

- The University and Colleges Admissions System website (UCAS*);
- The admission pack including the application form.

4.4. Information about courses is also made available to applicants and their advisers through a range of open days, individual orientations and campus visits. Communications with applicants throughout the student recruitment and application process may typically include advice and guidance on:

- The content, assessment/teaching methods, indicative timings and location of courses provided.
- Fees and other costs associated with the course, available financial support and scholarships.
- Detailed entry criteria, including relevant processes used at each stage of the admissions process.
- Opportunities to visit the Academy e.g., open days, visit days, orientations.
- The availability of different application support services (e.g., UCAS*).
- Special arrangements for any specific category of applicant (e.g., international students).
- Any opportunities for credit transfer and recognition of prior learning (see RPL below).
- Information on graduates, student experience and employability.

4.5 All pre-contract and pre-application information will aim to meet CMA expectations by being:

- Accurate.
- Not misleading.
- Accessible.
- Up-to-date, and
- Sufficiently detailed to inform decision-making.

4.6. Any changes made after publication will be communicated to applicants at the earliest opportunity and within the identified timeframe.

5. Application process

5.1. Amongst the main requirements for candidates applying to NABA London are academic qualifications and other academic references. In addition, it is advisable to schedule an orientation meeting during which candidates will be interviewed about their previous experiences, aspirations, language skills and real potential for growth.

5.2. Applicants requiring a student visa to study in the UK or whose first language is not English will be required to present an acceptable proof of their English language proficiency in accordance with the entry requirements.

5.3. Students applying for undergraduate courses in the UK should refer to the process required to obtain a CAS letter for their student visa application.

5.4. All applicants will normally be informed within 7 working days whether their application has been accepted. Any unsuccessful applicants will also receive feedback within the same timeframe.

5.5. All applications for full-time undergraduate Courses from UK applicants should be submitted via UCAS* and the Academy will observe UCAS procedures and deadlines. International students applying from countries outside the UK may wish to apply through NABA agents, online in the UCAS* platform, or submitting a paper form.

5.6. Agents can contact the Academy via NABA London admissions@naba.ac.uk

5.7. The Academy may require applicants to provide additional documentation to verify identity, qualifications, English proficiency, portfolio authenticity, or agent representation. Suspected fraudulent applications will be reviewed under relevant Academy procedures and offers may be withdrawn where verification fails.

6. How to apply

6.1. The Academy's student recruitment activities are geared towards generating applications for places to study courses at NABA London. The Student Admissions Team deals with applications coming from a variety of different channels:

- UCAS* when we receive an application through the Universities & Colleges Admissions Service (BA only).
- Direct when we receive an application at the dedicated e-mail account (also through the form on the website).
- Agent when we receive an application through external student recruitment agency or partnership.

6.2. Applications will reach the Academy directly through UCAS*, directly from applicants, from educational agents or through cross-school collaboration. Once an application is received, it is processed with consideration to whether a formal offer can be made for a place of study on a course.

6.3 Applicants will receive clear communication regarding:

- Receipt of application.

- Request for additional information.
- Interview or portfolio requirements.
- Expected timelines for decision-making.

6.4. Where delays occur, the Academy will notify applicants in advance.

7. Selection

7.1. The Student Admission Team is responsible for reviewing each application to determine whether the applicant fulfils the relevant entry criteria and for forwarding each application to the relevant Course Leader for final decision making.

7.2. The Course Leader will determine the suitability of each applicant against the academic entry requirements and performance in the relevant entry test and/or portfolio to determine whether to make an admission letter or unconditional offer to each individual applicant. The Course Leader will also use their expert judgement to consider all non-standard applications to determine whether to make an admission letter or unconditional offer to such applicants on an individual basis. As part of the admissions process, the Course Leader may decide to invite specific applicants for an interview either on an individual or group basis to support the decision-making process.

7.3. The Course Leader may refer any applicant for final adjudication by the School Director & Head of Education here discretion for a “special entry” may be required in terms of determining their overall suitability or where the applicant may demonstrate significant potential but where they are marginally below the minimum entry requirements. In such cases, the decision of the School Director & Head of Education will be final.

7.4. The Course Leader will notify the Student Admission Team of the outcome of each application. The Student Admission Team will notify all applicants of the outcome of their application within 7 working days subject to receipt of all required documents. In cases where additional evidence is requested, the final decision would be issued within 10 working days of receipt of the outstanding documentation.

7.5 Selection decisions will be based on:

- Published entry criteria.
- Academic judgement relating to creative potential.
- Transparent and consistently applied methods of portfolio/interview evaluation.

7.6. Applicants may request feedback on unsuccessful applications, in line with policy.

8. Entry requirements

8.1. NABA London publishes annually the typical academic admissions criteria for all of its courses of study. This information can be found [here](#).

8.2. The entry requirements are set by NABA London and reviewed periodically. The criteria published on the NABA London [website](#) are the most up-to-date and will always take precedent over the printed material.

8.3. Applicants may have access to these Courses without the right academic background if they have proven relevant work experience in the Management, Fashion or Design field.

8.4. Individual Courses may stipulate additional requirements and specific academic entry requirements for admission. Such requirements will be set out in the relevant Course Specification and approved at initial validation or subsequent periodic review.

8.5. The Admissions Team may accept international qualification as are deemed to be acceptable in lieu of the already mentioned above, and UK ENIC and UCAS calculator may be used for the evaluation.

8.6. Course Leaders may request an interview (in person or online) in order to assess passion, motivation, commitment and aspiration of the prospective student.

8.7 Where applicants present non-standard qualifications or experiential learning, decisions will be based on equivalence, evidence and alignment with course learning outcomes. Clear records of decision-making will be maintained for audit purposes.

9. International students

9.1. Applicants who are British nationals or any other national permanently settled/resident in the UK are considered “home students”. Applicants who are not UK citizens including EEA and Swiss nationals and are not permanently resident or settled in the UK are considered “international students”.

9.2. To study at NABA London international students must be able to show a good level of English and provide educational qualifications equivalent to UK standards. English tests should not be older than two years.

9.3. Applicants may be exempted from providing evidence regarding their command of spoken and written English: <https://www.gov.uk/student-visa/knowledge-of-english>.

9.4. International applicants wishing to gain admission to NABA London must gain the appropriate leave to remain in the UK and satisfy current immigration requirements to enrol onto a course with NABA London. Applicants who hold a current Student visa sponsored by another institution, must apply for a new Student

visa using the CAS issued by the Academy before commencing their studies.

9.5. Students seeking a student visa through UK Visas and Immigration sponsorship will be required to meet the requirements as set out by the Home Office in addition to the Academy's requirements. Students who are not UK citizens and who have not been granted a Student Visa or are already sponsored under a Tier 4/Student visa will be required to demonstrate that they have appropriate leave to remain in the UK which allows them to study on the intended course.

9.6. Applicant's visa eligibility is required. Assessments include consideration of any previous study in the UK whilst the applicant held a Student visa (ensuring that the applicant's new course falls within the time limits on study with a Student visa), ensuring that where an applicant has previously studied with a Student visa in the UK, their new course is at the same level or a higher academic level than their previous study (academic progression).

9.7. The Academy uses the information provided in the application form to determine the VISA status. If an assessment cannot be made the Student Admission Team will get in touch to request further evidence. Responses should be made as soon as possible to minimise any delay in processing an application.

9.8 The Academy will ensure that international applicants receive accurate and timely information regarding visa requirements, CAS issuance, financial documentation, academic progression rules, and right-to-study checks.

9.9. The Academy must comply with all Sponsor Licence duties, including record-keeping, attendance monitoring and reporting changes to UKVI.

9.10. Further information on the legislation regarding Visa status can be found at: <https://www.gov.uk/student-visa>

10. Fees

10.1. Applicants can be assessed to pay fees at either the 'Home/UK' rate or the higher 'International/OS' rate.

10.2. The Academy uses the information provided in the application form to determine rate and mode of payments. If an assessment cannot be made the Student Admission Team will get in touch to request further evidence. Responses should be made as soon as possible to minimise any delay in processing an application.

10.3. Further information on the legislation regarding fee status can be found at: <http://www.ukcisa.org.uk/>

10.4 Fee information provided to applicants will be accurate, complete and consistent across all channels. Applicants will be informed of:

- Tuition fees.
- Mandatory additional costs (e.g., materials, field trips).

- Payment timelines.
- Implications of non-payment.
- Refund and compensation procedures.

11. Age of entry

11.1. NABA London will consider applications for admission to its undergraduate Courses from applicants who will reach the age of 18 before or during their expected period of study.

11.2. All applicants are considered on their individual merits. Accordingly, the Academy may admit students who are under the age of 18 years. These students and their parents/guardians should understand that NABA London predominantly admits students who are over the age of 18 years and that they will be entering into an adult environment. The Academy treats all its students as independent, mature individuals and students who are under the age of 18 years will be treated in the same way.

11.3. Applicants that are under 18 at enrolment must have the written consent of everyone who has legal responsibility for the student. This means both parents and legal guardians must give consent unless one person has sole legal responsibility for the student. If just one person has sole legal responsibility for the student, then NABA London's declaration form should be signed by that person only.

11.4. The Academy has a duty to safeguard information about its students (including prospective students) including a duty not to disclose data to third parties (including parents), without the student's explicit consent or a legal obligation to do so within the provision of existing data protection and GDPR legislation. This applies even when the applicant is under 18 years of age. NABA London will therefore correspond directly with students, not parents.

11.5. The Academy will ensure that appropriate safeguarding risk assessments are undertaken for applicants under the age of 18 in line with the Under 18s Policy. Staff involved in admissions and enrolment must be aware of their duty of care and escalate any safeguarding concerns to the designated safeguarding lead.

11.6. Undergraduate applicants aged over 21 at the moment of entry are deemed 'mature' applicants. The Academy welcomes applications from this group of applicants who will be given equal consideration and different arrangements may be put in place during the selection phase.

12. Applicants with criminal convictions

12.1. NABA London strives to create a safe and welcoming community for its students, staff and visitors.

12.2. Applicants are asked to declare any *relevant, unspent* criminal convictions as part of the admissions process. This information is requested so that the Academy can fulfil its duty of care to all members of its community.

12.3. Declaring a conviction does not mean that an applicant will be automatically excluded from study. Academic assessment of an application is carried out separately from any consideration of criminal convictions, and an applicant's creative or academic merit will be evaluated first.

12.4. Where a conviction is declared, the Academy may contact the applicant to request further information in order to carry out a safeguarding-led risk assessment. This will normally consider:

- the nature, seriousness and circumstances of the offence;
- the time elapsed since the offence took place;
- any pattern of behaviour;
- relevance of the offence to the course applied for;
- any implications for placements, external projects or professional practice;
- whether reasonable adjustments or conditions would enable safe participation.

12.5. Only staff involved in making the risk assessment will have access to the information provided. All information will be handled sensitively and in accordance with UK GDPR and the Data Protection Act 2018.

12.6. A decision will be made about whether the applicant can join the course with or without additional conditions, or whether admission would pose a disproportionate risk to the safety of the applicant or others. The outcome of the risk assessment will be communicated to the applicant in writing.

12.7. Where the Academy is unable to make a decision based on the information provided, or where safeguarding concerns remain unresolved, NABA London may decide not to proceed with the application. Applicants in this situation may request further clarification about the basis of the decision.

13. Applicants with disabilities and / or special educational needs (SEN)

13.1. Disabled applicants will be assessed by the same criteria as all other applicants and the Academy aims to make reasonable adjustments necessary for applicants with disabilities and specific learning needs. Any reasonable adjustments related to disability will be considered as part of the application process. Applicants or prospective applicants might be addressed to Course Leaders and/or the Student Registration & Student Support Specialist to explore how the Academy can support any additional needs.

13.2. The Academy will make reasonable adjustments to the admissions process where required, for example by adapting interview formats, portfolio submission methods or communication channels. Information about a disability or specific learning need will be handled in line with UK GDPR and only shared with staff involved in arranging appropriate support.

14. Admissions with credit

14.1. Students with some experience of higher education can enter one of our BA (Hons) courses. This request must go through a process called Recognition of Prior Learning (RPL) which enables the Academy and Regent's University London to endorse the knowledge and skills that students bring with them when they embark on a Course of study.

14.2. To apply for one of the Regent's University London validated courses, the student must provide the following documents to the local Admissions team:

- Full application form and supporting documents for e.g., transcripts
- RPL form completed by the student (available from the Admissions office upon request). Students can be supported by an academic tutor to fill in the form, but remain ultimately responsible for submitting the form;
- Non-native English speakers are required to provide an English language certificate at CEFR level B2 (IELTS 6.0 without elements below 5.5) * or equivalent.
- Current year's transcripts;
- Appropriate level of study & skills demonstrated in a body/portfolio of work comparable to the learning outcomes (when appropriate to the subject of study);
- Evidence of credits successfully undertaken relating to study on a comparable Course with a similar institution .
- Work experience that relates to skills needed at this level.

14.3. In the UK applicants could typically have already achieved the following:

- Foundation degree in a relevant subject;
- Equivalent qualification in a relevant subject at another institution;
- Demonstrate equitable skills and commitment to study

14.4 All decisions regarding admission with credit or Recognition of Prior Learning (RPL) will be evidence-based and aligned with the learning outcomes of the course. Decisions will be taken by suitably qualified academic staff and recorded for audit purposes, in line with the requirements of Regent's University London as validating partner.

15. Offers

15.1. After the selection stage ends an offer of a place can be made. The offer will include details on how to respond to the offer and further information on subsequent steps. It will also clearly state any academic or English language conditions, non-academic conditions (for example, visa or safeguarding requirements), tuition fees for the relevant academic year, key deadlines and any material information needed to enable applicants to make an informed decision, in line with CMA consumer protection expectations an applicant may receive:

- Offer letter: this shows the conditions the prospective student needs to meet to get a place confirmed. It could be a combination of grades or test scores.
- Unconditional offer: this means the applicant meets the entry requirements, so the place is ready to be confirmed.

15.2. Students are required to read carefully in case there is anything they need to do prior to enrol.

15.3. The unconditional offer letter is included in the Offer pack which contains full details about how to accept the offer, terms and conditions, student ID, fees, dates, enrolment checklist and CAS preview (if applicable).

15.4. The Academy reserves the right to cancel an application, withdraw an offer of a place/and/or

immediately revoke an enrolment if an applicant provides misleading or false information that puts into question the decision to make an offer.

15.5. The Academy also reserves the right to request further information from the applicant, referee, employer or awarding body to verify the status of qualifications obtained.

15.6. In the case of unsuccessful applications, feedback is available on request by contacting the Student Admission Team. For our Courses, where possible, applicants who have been unsuccessful for their initial choice will be considered for appropriate alternative courses within the different Academies of NABA and informed of any alternative offers at the same time as being notified of the decision on their initial choice.

15.7. The Student Admission Team may consider issuing an offer of a place without a payment; however, the applicant is not officially admitted until we have received an official acceptance and enrolment fee payment.

15.8. Applicants will be informed normally of NABA London's decision on their applications within 7 working days.

15.9. Any offer of a place made will include details on how to respond to the offer and further information on subsequent steps.

16. Acceptances

16.1. Applicants for full-time undergraduate Courses who have applied via UCAS* will be notified by UCAS* of the date by which they have to make a formal response to the offers they have received. UCAS applicants will respond to their offer through the UCAS* application system. The UCAS applicants will be contacted with further instructions on how to complete the application process (e.g., upload the portfolio for the assessment).

16.2. Applicants applying to NABA London directly or via agents will be informed by the Academy of the date by which they have to make a formal response to the offer they have received.

16.3. The applicant that obtains an offer of a place will be required to accept it within 20 calendar days from the date of the applicant receiving the offer. The prospective student applying directly or through an agency will need to accept an offer by providing acceptance where applicable and enrolment form signed. If the application is through an agency or external partners, the applicant can instruct the agent or advisor accordingly.

16.4. At the point of acceptance, applicants will be directed to, or provided with, the Terms and Conditions, Fees information, Refund and Compensation Policy, key course information and any other documents that form part of the contractual relationship between the student and NABA London. This ensures applicants have access to essential contractual information before enrolment

16.5. The offer will be deemed automatically withdrawn on the deadline date, if an applicant wishes to reconsider the place they can get in contact with the admissions office to verify any available place.

16.6. Once an applicant receives and accepts an unconditional offer and has paid the fee is eligible for completing the registration.

17. Unsuccessful applicants

17.1. Unsuccessful applicants may request written feedback regarding their unsuccessful application and the Admissions decision to reject their application by emailing such request to (admissions@naba.ac.uk) (or NABA Retailretail@naba.it if an agent application).

17.2. NABA London is only able to give feedback to a third party such as a parent, guardian, advisor or agent with the written consent of the applicant.

17.3. NABA London reserves the right to refuse admission to applicants who have not met the published academic and non- academic entry requirements. The Academy may also refuse admission where there is evidence that an applicant cannot meet any professional, academic or vocational requirements of their course of choice.

17.4. The Academy may refuse entry if an applicant is shown to have made fraudulent declarations, provided false information or used misrepresentation in their application, this can include, but is not limited to cases of plagiarism or dishonesty.

17.5. Applicants who require a student visa may be withdrawn if they are unable to meet the statutory requirements set by UKVI. An offer to an applicant may also be withdrawn if insufficient numbers of applicants for a course mean that it is not reasonable to run that course, further information will be provided in such situations.

17.6. Feedback will focus on how the application did not meet the published entry criteria or course requirements. While the Academy will provide constructive comments where possible, it will not reconsider academic judgement or provide detailed portfolio critique beyond what is reasonable to explain the decision.

18. Enrolment and induction

18.1. Prior to starting to attend a taught degree course at NABA London students are required to finalise their enrolment which is conditional upon completion of required identity, right-to-study and, where applicable, visa checks. International students must present appropriate documentation in line with UKVI requirements. Failure to provide satisfactory evidence may prevent completion of enrolment.

18.2. The Academy communicates to enrolling students both generic and departmental joining instructions for their induction and registration, making it clear that these arrangements are aimed at integrating them fully as registered students.

18.3. Students must provide the following before to be formally invited to start the course:

- passport size photo (2x2 inches)
- copy of a valid passport (and VISA documents if applicable)

- true copy of final school/test certificates plus notarized translation (if applicable)
- signed offer form (and CAS preview form if applicable)
- proof of tuition fee payment (or proof of funds letter)

18.4. The completion of the application process should normally be finalised 3 weeks prior to the start of the course. After the deadline NABA London can't guarantee to offer a place since there are limited spots available. The Student Admission Team collaborates at this stage other internal offices.

- **Registration & Student Services Office:** the office is in charge of the organisational part of the Course, timetable, exam sessions, extracurricular activities, induction and registration. Information about induction and registration should normally be communicated by the team to eligible students 2 weeks before the start of the intake. The team also provides pastoral, academic, social and wellbeing support and guidance as well as advice regarding internal deadlines and School regulations. The Registration & Student Services Office is available throughout the year on any aspect of School life and student journey including: accommodation, induction, SEN (student with educational needs) support, certificates, transfer of course, coaching and mentoring services.
- **Finance Office:** NABA London recognises that students need flexibility when paying fees so NABA London provides a range of payment options to suit everyone. Payments can be made by wire transfer and credit card. Course fees are due in full before the course starts, unless a student agrees to an instalment plan which will need to be approved by the Finance Team. The Finance Team also offers support in advice and guidance in regards to available funds (e.g., SLC); one-to-one appointment if required; scholarships; issuing of invoices. Ultimately, the Finance team will stay in touch with all the registered students for fee collection purposes.

18.5. Please, note that international students aiming to study at NABA London need to get a Confirmation of Acceptance for Studies (CAS) letter in order to apply for a Student Visa application. A CAS letter can be requested from eligible students 6 months prior to the course start date. It will not always be appropriate to accommodate an applicant to study a further course at the same level as previous studies so this must be checked and, where necessary, referred to the Student Recruitment and Admissions for consideration. The applicant may be required to demonstrate that they have sufficient funds to cover their first year of tuition fees and appropriate funds to maintain their presence in the UK (for accommodation, food etc.). These figures are subject to change should there be an alteration to UK Immigration policy or to the Academy's fees and so should be checked against the available published information at the time of consideration. There are restrictions on the sources of acceptable funds and on the type of evidence which can be accepted as proof of funds so this should be evaluated and communicated to an applicant in a timely fashion during the consideration of their application. When the assessment is successful the student should get a CAS letter from us in order to apply for the VISA application. The Student Admission Team prior to that makes sure that the student: holds an unconditional offer and have signed the enrolment form; completes the payment of the tuition fee (or a minimum of 50%); provides the Academy with correct financial statements (if applicable); provides previous VISA documents if applicable (e.g., CAS letter, BRP card). For further guidance: <https://www.gov.uk/student-visa>.

19. Data protection

19.1. Data provided by applicants is processed by NABA London in accordance with the currently applicable

D UK GDPR, the Data Protection Act 2018 and with the Academy's Terms of Use and Privacy. Such data is used primarily for the purpose of processing applications and becomes part of an applicant's student record, where that applicant is subsequently admitted as a student of NABA London.

19.2. Student data will also be shared with our collaborative partner, Regent's University London as well as Istituto Marangoni London for compliance purposes. Please refer to their [website](#) for further information on their data protection guidelines.

20. Complaints and appeals

20.1. NABA London is committed to operating a fair and consistent admissions process that protects the interests of applicants. In the event of a dispute, it is expected that in the first instance applicants will be able to successfully resolve such matters by way of informal discussion with the Student Admissions Team. Where this is not possible, more formal action can be taken through the dedicated NABA London's Admissions Complaints and Appeals Policy found on the [website](#).

21. Collaborative partners

21.1. NABA London delivers courses validated by Regent's University London. Upon a successful completion of a chosen course, students will receive a Regent's University London award.

22. Policy monitoring and review

22.1. This policy is monitored on an ongoing basis as part of the NABA London routine governance and quality assurance processes.

22.2. The policy will be reviewed at a minimum once every two years and the outcomes of such review will be reported to the Academic Board for the formal sign-off. The policy may be reviewed sooner where required due to regulatory, validation, or operational changes.