



## ADMISSION POLICY

<b>Policy:</b>	<b>Admission</b>
<b>Approved By:</b>	<b>Board of Trustees</b>
<b>Approval Date:</b>	<b>30.04.2019</b>
<b>Next review Date:</b>	<b>30.04.2020</b>
<b>Policy Holder:</b>	<b>IBTI</b>

### 1. Purpose

The purpose of this policy is to define the criteria and conditions for admission to the programmes of the International Bible Training Institute (IBTI).<sup>1</sup>

### 2. Location of the policy

The college will ensure that the policy is available to all students, staff and volunteers and will also be on the IBTI website: [www.ibti.org.uk](http://www.ibti.org.uk).

### 3. Scope / Limits

This policy applies to all UK and international applicants seeking admission to the IBTI programmes. The programmes are generally intended to provide training according to the Evangelical Christian faith, and more specifically according to our statement of beliefs and faith.

### 4. Principles

The IBTI has established programme admission requirements that optimise national and international students' access and success.

As defined in the college Mission and Vision Statements (see the IBTI website: [www.ibti.org.uk](http://www.ibti.org.uk)), the IBTI is committed to training men and women for the work of Christian ministry. It is committed to integrating a diverse and international perspective into its community life and curriculum.

The IBTI is dedicated to training people to meet the diverse needs of the world's communities with Christian values in line with its statement of beliefs and faith. Therefore the IBTI admission criteria supports candidates who have already demonstrated such intents or who express similar purpose. The college will only accept legal and valid official documentation that demonstrates candidates' qualifications to enter the United Kingdom and therefore to participate in the college's programmes.

The college reserves the right to deny application and/or admission to oversubscribed programmes. The college is a member of the UK Evangelical Alliance, having accepted its statement of beliefs and faith. As part of their Charity Trust Deeds the IBTI have also their own statement of beliefs and faith. Therefore the college also reserves the right to deny, on the grounds of this statement, admission to applicants for study and work who blatantly and evidently live in ways contrary to these values.

The IBTI Management Team will ensure that the policy is made available for the personnel involved in the admission process and all applicants.

<sup>1</sup> International Bible Training College a company Limited by Guarantee registered in England and Wales. Company Number 10716786, Charity Number 1173899, Operating as: International Bible Training Institute.



## **5. Review of the policy**

The policy will be reviewed regularly and revised as and when necessary in response to feedback from students, changes in our practices, new requirements from regulatory authorities or external agencies or changes in legislation.

The annual review of the policy will ensure that procedures continue to be consistent with the regulatory criteria and are applied properly and fairly.

## **6. Admission procedures**

Candidates enquiring about admission who do not need a visa to come to UK will be directed to the IBTI website where there is detailed information about the course(s) and the following documents will be found:

- a) IBTI Policies on Admission, Equal Opportunity, Assessment, Internal Verification, Plagiarism and Complaints & Appeals.
- b) Application form.
- c) Testimony & Calling form.
- d) IBTI Code of Conduct.
- e) List of required documents to show proof of identity and qualifications (contained in the application form).

The applicant will be advised to read all these documents carefully and to download any that they wish. They will be required to download the Application form and the Testimony & Calling form to complete, as instructed on the forms, and return by email to the Administrator at [admin@ibti.org.uk](mailto:admin@ibti.org.uk).

The course in Applied Theology starts in early October each year and the Missional Leadership course starts in January each year. (An application can be submitted at any time.) The deadline for submitting applications for the Applied Theology course is 31<sup>st</sup> August. Applications for the Missional Leadership course take longer to process and require time for applying for a visa after being offered a place on the course, so applications should be submitted as early as possible.

Only a completely and accurately filled-in application form, with all its required documents, or a satisfactory explanation for the absence of any document, will be followed up.

Time will then be needed and taken by the Administrator to obtain the two references required for the application.

Once all the required forms, documentation and references have been received, these will be brought to the Management Team who will carefully consider the application.

Applicants will be notified of the decision by email with a formal letter attached. Due to the confidential nature of some aspects of the application process, the Management Team reserves the right to reject an applicant without giving a reason. Where there is an offer of a place for a visa student, a second letter of confirmation is required, after full payment of board and lodging costs has been received, before they can apply for a visa.

On acceptance as a student for the Applied Theology course, a registration fee of £50 (+ bank charges) is payable immediately to secure a place on the course. This amount is non-refundable but will be deducted from the board and lodging costs.

Applicants who are refused may appeal to the IBTI Management Team following the formal third stage of the procedure set out in the Complaints and Appeals Policy and Procedures document. Any decision reached following a correctly submitted appeal will be final.

## **7. Procedure for processing enquiries from students who need visas<sup>2</sup>**

All enquiries are forwarded to the Administrator at [admin@ibti.org.uk](mailto:admin@ibti.org.uk).

If the enquiry is from a visa student for the Applied Theology course, they are advised that they should look for a college on the Visa and Immigration Register of Sponsors (Tier 4).

If the enquiry is from a visa student for the Missional Leadership course, a document entitled 'The Challenges of Applying for the Missional Leadership Course' is sent to them to explain the conditions and restrictions that apply to this visa and to make it clear how difficult it is to prove to the Entry Clearance Officer that they are genuinely intending to study and that they will leave at the end of the six months and that if the visa is refused, the payment is lost. Also it is made clear that the IBTI requires that charges must be paid in full before a confirmation letter of acceptance will be sent for inclusion with their visa application. They are told that if they still wish to apply, they may request an application form from [admin@ibti.org.uk](mailto:admin@ibti.org.uk) which they will be able to complete and submit by email to the same address.

## **8. Mechanisms for Feedback**

Constructive comment for the continued improvement of this policy is welcomed and should be forwarded to our Data Protection Officer, Gordica Karanfilovska at [policies.data@ibti.org.uk](mailto:policies.data@ibti.org.uk).

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<sup>2</sup> Written administrative procedure for Processing Student Enquiries (G.1.2 ASIC)