

## BROOKE HOUSE COLLEGE ADMISSIONS PROCESS

STEP 1 – Submit A Registration Form
<p>Apply online at <a href="http://www.brookehousecollege.co.uk">www.brookehousecollege.co.uk</a> or submit a completed Registration Form to the College by email or post. Registration Forms are available to download from the College website or on request from <a href="mailto:enquiries@brookehouse.com">enquiries@brookehouse.com</a></p> <p>A fully completed Registration Form is required for application with scan copies of the following documents</p> <ul style="list-style-type: none"> <li>• Copy of passport (&amp; previous Tier 4 visa if applicable)</li> <li>• Copy of most recent transcripts/reports from previous or current school</li> <li>• Copy of public examination results</li> <li>• Copy of UKVI IELTS certificate issued by approved SELT Centre (for Tier 4 General visa applicants)</li> </ul> <p style="text-align: center;"><i>Applying online is fast, easy and provides the best opportunity to get a provisional offer back to applicants as quickly as possible</i></p>



STEP 2 ENTRY REQUIREMENT CHECK	
Non UK Applicants	UK Applicants
<p>The Admissions Dept will review the academic qualifications, issue the Brooke House College English Language Entry Test for completion and arrange a skype meeting if necessary. The Admissions Dept will cross reference with entry requirements &amp; counsel the applicant as to suitability for their chosen course.</p> <p><i>*Students applying for Tier4 General Student visa must provide evidence they have achieved the acceptable CEFR level B1 IELTS qualification</i></p>	<p>The Admissions Dept will review the academic qualifications &amp; school reference &amp; cross reference with the course entry requirements. The Admissions Dept will invite the applicant to meet the Principal or Assistant Principal to discuss their application and academic choices.</p>
<p>Note: applicants for the College Football Academy are required to additionally submit a footballing reference or attend a football trial at the Academy by invitation of the Academy Manager.</p>	



STEP 3 PROVISIONAL OFFER SENT
<p>If the applicant matches the requirements of their chosen course the Admissions Dept issues a Provisional Offer Letter and Deposit Invoice</p>



STEP 4 ENROLMENT DEPOSIT
<p>To accept the provisional course offer the applicant must confirm by email or letter &amp; pay the enrolment deposit</p>



STEP 5 PRE ARRIVAL INFORMATION	
Non UK Applicants	UK Applicants
<p>On receipt of deposit the Admission Dept will issue a Confirmation of Enrolment Letter and CAS (Confirmation of Acceptance for Studies) for Tier 4 Visa applicants and forward a Welcome Handbook</p>	<p>On receipt of deposit the Admission Dept will issue a Confirmation of Enrolment Letter and forward a Welcome Handbook</p>



<p>On arrival at Brooke House the student will receive a full induction to the College and Boarding Accommodation</p>
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